



LORD DERBY ACADEMY

Risk Assessment/Re-Opening Plan

Updated – March 2021

Lord Derby Academy Headteacher: Victoria Gowan

LDA Risk Assessment for the full re-opening of the school from September 2020

This LDA School Re-opening Risk Assessment and Plan should be read in conjunction with:

- The Dean Trust Risk Assessment for the Full Re-Opening of Schools
- The DFE Guidance documentation for 'Full opening of schools' (Dec 2020)
- The DFE Guidance 'Restricting attendance during the national lockdown: schools' (Jan 2021)
- Draft DT/LDA Risk Assessment for mass testing (Jan 2021)
- Health and Safety Performance Review report – LDA – AD Safety (Nov 2020)

and any other supporting guidance from government such as:

- 'Working safely during coronavirus (COVID 19): performing arts' document
- Links provided by DFE regarding the delivery of sports and recreation
- 'Face coverings in education settings'

Please be aware:

- Catering and Cleaning Services for Lord Derby Academy fall under the Private Finance Initiative arrangements. Separate Risk Assessments have been provided by Transform partners.
- This document is subject to change and review following Government/Trust/ local governor guidance and direction
- This is a working document. Continuous consultation will take place regarding this document with all key stakeholders

TIMELINE TO DATE

Consultation process:

Date:	Group:	Overview:
06.07.20	School Leaders	<ul style="list-style-type: none"> • Draft model for full-reopening devised
07.07.2020	Dean Trust Executive Team	<ul style="list-style-type: none"> • Draft model shared and agreed by Dean Trust Executive Team
07.07.2020	LDA Senior Leadership Team	<ul style="list-style-type: none"> • Draft model shared and discussed at SLT on-site meeting
09.07.2020	Full Local LDA Governing Body	<ul style="list-style-type: none"> • Draft model endorsed by LDA Governors at Full Governors Meeting (Including parent and staff governors) (recognising the model and the RA is subject to change at all times)
10.07.2020	Staff Consultation Group (including reps from Admin, EBACC teacher, Practical subject teacher, Pastoral Support, Teaching Assistant)	<ul style="list-style-type: none"> • Draft model shared and discussed with consultation group • Questions and suggestions to be considered by the SLT
10.07.2020	Union Rep with Headteacher/Deputy Headteacher	<ul style="list-style-type: none"> • Draft model shared and discussed with on- site union representative • Union rep to feed back any questions coming to him from members/staff to VG once plan is implemented • VG will provide a response
W/C 13 th July 2020	Middle leaders including Heads of Faculty and Heads of Year	<ul style="list-style-type: none"> • Draft model shared and discussed

TIMELINE – NEXT STEPS:

16 th July 2020	Meeting with Head of Commercial Services- Knowsley LA Contracts and PFI Manager – Knowsley LA	<ul style="list-style-type: none"> • To plan for the catering and cleaning arrangements • To discuss key elements of the RA including ventilation and contractors on site • Further meeting to be arranged W/C 17th August 2020
July/August 2020	School Leaders	<ul style="list-style-type: none"> • Continue liaison with PFI Partners including Catering and Cleaning • Risk Assessment to be updated and shared when appropriate in line with government guidance • Parents to be informed of key headlines re Sept. start • Amended timetables released to staff • Any feedback/questions from staff can be passed to Headteacher via PA • Further planning regarding details of the plan for Sept-Oct • Ensuring school site is ready with PFI partnership support • Further communication when appropriate to staff and parents
Sept 7 th onwards	Updated DRAFT LDA Risk Assessment to be shared with key groups including Trust, union rep and wider staff - in advance of the LDA Local Governing Body meeting on Thursday 24 th September 2020.	

10 th Sept 2020	Headteacher/ Dean Trust Operations Executive on-site review of systems	
21 st Sept 2020 22 nd Sept 2020	Direction from Knowsley Council that face coverings must be worn by pupils and staff in communal areas Knowsley falls under local lockdown restrictions	
Nov 2020	Knowsley under Tier 3 restrictions National lockdown announced starting 5 th Nov 2020 School registered for testing study commissioned by the Department for Health and Social Care to monitor infection and transmission of coronavirus (COVID-19) in schools across England. Taking place 19 th /20 th Nov 2020 and Dec 2020 – Staff and two year groups – opt in To continue in 2021	

	<p>Consultation Headteacher with school union rep 4th Nov 2020</p> <p>External consultant visit by Mandy Disney – commissioned by the Dean Trust</p> <ul style="list-style-type: none"> • MD meets with Headteacher/Deputy • Middle Leaders of PE/Tech and Science • Staff Union Rep for NEU 	
Jan 2021	<p>Headteacher in liaison with Knowsley LA re Huyton Community Testing Centre supporting the testing for Covid 19 of LDA staff and pupils (mass testing in line with government expectations)</p> <p>Fast tracking of testing of school staff implemented by Knowsley Council from 4th January 2021</p> <p>Testing RA being devised by Dean Trust Operations Exec Lead</p> <p>4th January 2021 – Full National Lockdown announced by government</p> <p>(see statement below)</p> <p>Consultation on LDA RA to take place W/C 11th January 2021</p> <p>DFE Guidance ‘Restricting attendance during the national lockdown: schools’ released</p>	

<p>8th March 2021</p>	<p>Full re-opening of schools following 3rd national lockdown period</p> <p>Pupils to be tested on return if consent provided – tested three times – then home testing can be given for twice weekly testing</p> <p>Face coverings for staff to be worn if 2m distance cannot be maintained.</p> <p>Pupils should wear a mask (unless exempt) due to 2m social distancing not being possible</p> <p>Face coverings should be a mask (a visor can be worn on top)</p> <p>Pupils will return to year group bubbles and staggered start and finish times will be maintained.</p> <p>Consultation on updated LDA RA to take place 4th March 2021</p>	
----------------------------------	--	--

On 22nd February 2021, the Prime Minister announced that the Government has set out its plan for the return of all pupils to schools and colleges, as part of the roadmap for leaving lockdown. As part of this ‘roadmap’, the Prime Minister announced the return to ‘face-to-face’ education for all schools on Monday 8th March 2021. In order to provide assurance and reassurance to all stakeholders that LDA has maintained, and will continue to follow, our informed, considered, robust and effective approach to Health, Safety, Wellbeing and Risk Management during these challenging times, the overwhelming majority of our previous Risk Assessment (previously updated on 21st January 2021) has been maintained as it remains applicable for this latest

transitional period. Updates to this Risk Assessment reflect the changes to our systems and/or working practices that have been made in light of the Prime Minister’s announcement on Monday 22nd February 2021 and are also presented within the Department for Education’s Schools coronavirus (COVID-19) operational guidance – February 2021. The changes that reflect the most pertinent changes to our systems and practice have been presented in purple font for ease of reference. In summary, these changes relate to the following: All secondary school and college pupils will take coronavirus (COVID-19) tests as they return to the classroom from Monday 8 March 2021. After an initial programme of 3 tests in school or college, pupils will be provided with two rapid tests to use each week at home. Secondary school and college staff will also continue to be provided with two tests to use each week at home. Staff and pupils in secondary schools and colleges are advised to wear face coverings in all areas, including classrooms, where social distancing cannot be maintained as a temporary extra measure. Wraparound childcare for primary and secondary pupils will resume where this provision is necessary to support parents to work, attend education and access medical care, and to support pupil’s wider education and training.

LDA SUMMARY OVERVIEW OF PANDEMIC

Information re.	Headlines	Purpose/rationale	Additional information
INSET DAYS	2 INSET DAYS 1 st Sept 2020 2 nd Sept 2020	<ul style="list-style-type: none"> • Staff Well- Being • Information disseminated by SLT re Health and Safety/Pupil return/School business • Staff can spend time with their teams and in their areas 	<ul style="list-style-type: none"> • Business Dress • Refreshments provided • Further detail to be released in the final week of the summer holidays • No pupils on site on either of these days • 2nd Sept is an additional INSET day

3rd and 4th Sept 2020	3 rd Sept Yr7 and Yr10 only (staggered) 4 th Sept Yr8, 9, 11 (staggered)	<ul style="list-style-type: none"> • Pupil well-being • Time to support pupils on their return • Time to explain expectations/Health and Safety guidance to pupils 	<ul style="list-style-type: none"> • Further detail TBC • Behaviour Policy to be updated • Full school uniform
W/C 7th Sept 2020 onwards:			
Pupil Arrival/Exit	Pupils will arrive at staggered start times (but all in by 9:00am)	<ul style="list-style-type: none"> • Limit risk of transmission 	<ul style="list-style-type: none"> • Comms to parents released
	Pupils will exit at staggered end times	<ul style="list-style-type: none"> • Limit risk of transmission 	<ul style="list-style-type: none"> • Comms to parents released
	Pupils will arrive and exit at different entrances	<ul style="list-style-type: none"> • Limit risk of transmission 	
Break and Lunch	Pupils will be in 'Year group bubbles' at break and lunch – in external and internal zones (see separate documentation)	<ul style="list-style-type: none"> • Limit risk of transmission • Limit risk of cross-contamination • All pupils can get fresh air 	<ul style="list-style-type: none"> • Catering arrangements now finalised • Duty arrangements now finalised
Change -over of lessons	Fire Exit stair wells will be used as well as usual routes	<ul style="list-style-type: none"> • Relieves 'hot-spot' points e.g. landing by 'round-about' • Limit risk of transmission • Limit risk of cross-contamination 	<ul style="list-style-type: none"> • Staff support needed to ensure stair wells are used appropriately • Route maps provided for every member of staff • Signage • Enhanced cleaning

Handwashing	Toilets across the school to be opened	<ul style="list-style-type: none"> Facilitates opportunities for increased handwashing 	<ul style="list-style-type: none"> Pupils can wash hands at start of lesson and at end of lesson in some classrooms and across Homebases
Form/Lesson 1	Pupils will be registered in their Lesson 1 classroom by their Lesson 1 teacher	<ul style="list-style-type: none"> Eliminates a full change-over Limits risk of transmission Limits risk of cross-contamination 	<ul style="list-style-type: none"> Form tutors assigned duty in year group zone to maintain contact with pupils. Form classrooms set up on Google classroom to provide communication tool. Year group / whole school key messages assemblies delivered via Google classroom / virtual presentations.
Timetable	The planned September timetable will be implemented	<ul style="list-style-type: none"> Enables the offer of a 'Broad, balanced and aspirational' curriculum Staff Well-being Pupils can remain within their sets – supporting their learning needs Seating plans to be adhered to 	<ul style="list-style-type: none"> Teachers will teach within subject specialism
Rooming	<p>Pupils 'remain in situ' where possible</p> <p>Staff move 'when necessary'</p> <p>Staff will be teaching in their normal room/area for the majority of the week</p>	<ul style="list-style-type: none"> Reduces pupil movement Limits risk of transmission Limits risk of cross-contamination 	<ul style="list-style-type: none"> Hot spot cleaning areas identified Additional cleaners booked in Support for staff who are moving at times Sanitizer etc to be provided Discussion re buddy systems

	<p>Some KS3 classes will remain in the same room at times and the teacher will go to them 'where possible'</p> <p>For example:</p> <p>Yr7 8/9 English in F53 period 1</p> <p>Yr7 8/9 Geog in F53 period 2</p> <p>During periods of national lockdown adhere to guidance re maximum number of pupils in bubbles</p>	<ul style="list-style-type: none"> • Alleviates pressure-points at change overs 	<ul style="list-style-type: none"> • Staff can decide using own judgement regarding use of their communal team areas • Staff gatherings in rooms should be avoided
Resources and Teaching and Learning	<p>Bags are allowed</p> <p>Exercise books are allowed to be used/ written</p> <p>Exercise books are not to be collected in and marked in Sept. Will be reviewed. Jan 2021 review (delayed due to national lockdown announced on 4th Jan 2021)</p> <p>Homework can be set on-line if staff prefer to do so rather than allowing books to go home</p> <p>Staff to use professional judgement re use of worksheets etc</p>	<ul style="list-style-type: none"> • Limit risk of transmission 	<ul style="list-style-type: none"> • Staff not expected to search bags

Enrichment	On-line enrichment activities only in the first instance Subject to continuous review	<ul style="list-style-type: none"> • Key priority is the 'school day' • Limits risk of transmission • Staff Well-Being 	<ul style="list-style-type: none"> • Yr11 additional lessons to start when appropriate (started in Nov 2020)
Visitors to the site	Health and safety information disseminated by Admin/reception staff prior to entering the site Visitors to wear face coverings unless exempt	<ul style="list-style-type: none"> • LDA Health and Safety standards are upheld by visitors 	<ul style="list-style-type: none"> • Guidance sheet to be produced

LDA RISK ASSESSMENT TO BE READ IN CONJUNCTION WITH THE DEAN TRUST RISK ASSESSMENT
(Updated March 2021)

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
<p>School community is cognisant of the latest national and Trust instruction or guidance. Stakeholders including parents are fully informed of any and all provision opportunities.</p>	<ul style="list-style-type: none"> ➤ Headteacher to ensure daily checks are made with Government and Trust and DFE ➤ Any updates will be communicated immediately, or in a timely manner, on a 'need to know basis' to appropriate stakeholders (including pupils, parents, staff, governors, Trustees and members) ➤ Website information is updated in a similarly timely manner ➤ Consultation on the Risk Assessment takes place frequently with all key stakeholders ➤ Risk Assessment to be reviewed and updated frequently by school leaders ➤ On-going engagement with the Trust's Health and Safety consultant including site visits and discussions with appropriate staff and staff union rep ➤ Staff actively engage with NHS Test and Trace. Parents must understand that they will need to engage with this system 	<p>VG</p>	<p>Daily</p> <p>Daily/ As req</p> <p>Frequently</p>

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
<p>School is adequately prepared to safely accommodate the planned number of staff and pupils for each phase of pupil admission leading to a full cohort return.</p>	<p>Preparation of site</p> <ul style="list-style-type: none"> ➤ Pre-full opening site Health & Safety discussions and checks with PFI Partners and Dean Trust Executive Team and Senior external Health and Safety consultant ➤ Appropriate signage displayed around the school site to ensure systems are followed including social distancing and 'Catch it, Bin it, Kill it' ➤ Source appropriate stocks of soap, sanitiser, wipes and tissues and establish sanitising stations in each area, at each entry/exit point to the school and outside toilet areas as a minimum with safe waste disposal (lidded bins) ➤ Schools to follow most recent current scientific recommendations on Personal Protective Equipment for pupils and/or staff. PPE for case of emergency only ➤ Robust Health & Safety checks on all services, utilities and equipment ➤ Thorough cleaning immediately prior to opening and SLAs with cleaning contractors that incorporate more regular cleaning practices to minimise risk of contaminated services. (including reception areas, classrooms, offices, first-aid room, communal areas, toilets, kitchens etc.) Share cleaning schedule with cleaning team (PFI) ➤ Cleaning routines include the cleaning of 'frequent touch points' e.g. handrails, door handles, vehicle door handles (inside and outside), shared equipment etc. Ensure that cleaning contractors are able to specify the frequency and level of cleaning and by whom ➤ Cleaning contractors are using approved cleaning products (PFI) ➤ Minimise the use of 'shared resources' and have strict washing regimes where shared resources are being used 	<p>VG/JA/PFI partners and LA</p> <p>VG/JA/PFI partners and LA</p> <p>PFI</p> <p>PFI</p>	<p>July/August 2020</p> <p>Reviewed continuously March 2020 onwards</p>

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
	<ul style="list-style-type: none"> ➤ Ensure that catering teams are fully staffed, versed in safe working practices and understand new school systems and practices that will affect their way of working and provision ➤ Ensure that all suppliers to the school are able to fulfil their duties as normal, are following safe working practices and are equipped to be flexible to changes in government direction and circumstances. ➤ Review, amend where necessary and practise Fire/Emergency Evacuation and Lockdown procedures. ➤ Ventilation recirculation devices isolated and not in use. Ventilation operating on full fresh air, fed from the roof mounted air handling units. Planned Preventative Maintenance (PPM) undertaken to all air handling units. All associated filters changed for new. HSE guidelines reviewed (PFI) ➤ All rooms in use will be kept well ventilated by having windows open. Where windows cannot be opened, air-conditioning units will be set to 'full fresh air' ➤ Water fountains turned off ➤ Inform staff and visitors that use of the lift is limited (1 person maximum) ➤ Where a pupil is required to use a lift because of SEND then any supporting member of staff should be provided with PPE 	<p>PFI</p> <p>SLT</p> <p>PFI</p> <p>PFI</p> <p>PFI</p> <p>VG</p>	<p>Sept 2020 onwards</p>

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
	<ul style="list-style-type: none"> ➤ No on-site/off-site enrichment activities to take place during Half Term 1 (ongoing in light of national lockdown Nov/Dec 2020) ➤ Lidded bins only in both medical rooms ➤ PPE stored securely for a possible case ➤ Procedures in place in the event of a pupil showing symptoms ➤ Room G65 Meeting Room 2 – currently identified as isolation room for pupil with possible symptoms ➤ Room sealed off for appropriate amount of time once symptomatic person has departed ➤ Symptomatic person to take Covid-19 test and inform school of outcome ➤ There is an expectation that all staff and pupils will wear face coverings (face masks for pupils and face masks for staff) when moving around the school buildings e.g. on corridors and in communal areas where social distancing is difficult to maintain. Following a risk-assessment and consideration of individual health and wellbeing circumstances, the Headteacher may determine that there are exceptions to this expectation. For exempt pupils, they will be given a specific pass that is instantly recognisable to staff to mitigate the chance of that pupil being repeatedly requested to wear a face mask. ➤ School coronavirus (COVID-19) operational guidance February 2021 states that: Where pupils in Year 7 (which would be children who were aged 11 on 31 August 2020) and above are educated, we recommend that face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. ➤ Face coverings do not need to be worn by pupils when outdoors on the premises. 	<p>PFI VG</p> <p>VG/JA</p> <p>VG/JA/EP</p>	<p>delayed due to 4th Jan 2021 lockdown</p> <p>March 2021</p>

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
	<ul style="list-style-type: none"> ➤ In addition, we now also recommend that face coverings should be worn in classrooms or during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. ➤ We are taking this additional precautionary measure for a limited time during this period of high coronavirus (COVID-19) prevalence in the community. These measures will be in place until Easter. As with all measures, we will keep it under review and update guidance at that point. Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are currently exempt from any requirement to wear face coverings in schools or in public places. ➤ Face visors or shields should not be worn as an alternative to face coverings. ➤ Staff and pupils are expected to wear face coverings in all areas, including classrooms, where social distancing cannot be maintained as a temporary extra measure. ➤ Following a risk-assessment and consideration of individual health and wellbeing circumstances, the Headteacher may determine that there are exceptions to this expectation. For exempt pupils, they will be given a specific pass that is instantly recognizable to staff to mitigate the chance of that pupil being repeatedly requested to wear a face mask. ➤ There is no expectation for staff and pupils to wear face coverings when sat down to eat and/or drink during break and lunchtimes, nor is there an expectation for them to wear face coverings whilst outside during break or lunchtime. 		

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
<p>Effective control of the management of visitors (including on-site contractors) to the school</p>	<ul style="list-style-type: none"> ➤ Continued engagement including site visits/ Health & Safety evaluations with the Trust Health & Safety Consultant ➤ Guidance to be issued to any visitors coming on site ➤ Where possible, install physical impervious barriers (e.g. Perspex in reception area) to reduce contact or transmission of airborne germs/viruses ➤ Parents actively discouraged from coming on site and actively encouraged to make communication with the school via telephone or email ➤ Sanitisation stations at all visitor entrances. ➤ Sharing of Risk Assessment Plans between school and PFI partners and other contractors ➤ Standards, routines and behaviour expectations made explicitly clear by the school and PFI to all contractors working onsite or providing services to the school ➤ Assurances from contractors that they will not permit any worker to come on school site if they are ill, particularly if they are displaying COVID-19 symptoms ➤ Assurances from contractors that they will report to the Headteacher and/or PFI managers if any contracted worker is tested positive for coronavirus (COVID-19). ➤ Assurance from contractors that they will share their Risk Plans with the PFI and/or the school ➤ Peripatetic teachers - schools can engage peripatetic teachers, including staff from music education hubs. Peripatetic teachers can move between schools but schools should consider how to minimise the number of visitors where possible. Peripatetic teachers will be expected to comply 	<p>School Leaders and PFI</p>	<p>September 2020 onwards</p>

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
	<p>with arrangements for managing and minimising risk. To minimise the numbers of temporary staff entering the premises, and secure best value, schools could consider using longer assignments with peripatetic teachers and agree a minimum number of hours across the academic year.</p> <ul style="list-style-type: none"> ➤ Following both the Tier 4 Government update on 31st December 2020 and most recent lockdown decision on Monday 4th January 2021, peripatetic teachers can provide remote support for pupils providing safeguarding measures can be securely met ➤ As a result: Visitors to school site will be limited to only essential activity e.g. to support the safeguarding of pupils, delivery of essential goods and services ➤ As a result there is consistency and understanding of procedures and behavioural expectations and practices 		Jan 2021
<p>The layout of the site, rooming capacity and/or staff availability allows 'where possible' for each 'year group</p>	<ul style="list-style-type: none"> ➤ Follow government advice with regards to planning for Year group bubbles ➤ Pupils will arrive and exit in Year group bubbles at staggered start and end times through separate entrance/exit routes ➤ At break and lunch pupils are in Year group bubbles in external and internal zoned areas ➤ Pupils register in lesson 1 classroom to eliminate a lesson change-over ➤ During lesson time pupils remain in situ 'where possible' and staff move to them to limit movement and the risk of transmission ➤ All desks to face forward and in rows where possible 	VG and SLT	<p>August/September</p> <p>Continuously reviewed</p>

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
<p>bubble' to limit the risk of transmission and cross-contamination</p>	<ul style="list-style-type: none"> ➤ Fire exit stairwells used in addition to usual routes (5 additional staircases) ➤ Toilets opened up across the school to facilitate handwashing ➤ Space out resources, tables, chairs etc within communal areas and display 'maximum occupancy numbers' to ensure that social distancing rules can be met. ➤ During periods of national lockdown adhere to guidance re maximum number of pupils in a bubble for Key Worker/Vulnerable children <p>As a result: Year Groups will, as far as possible, be able to function as separate entities for pupils.</p>		
<p>Ensure contractors / suppliers of goods and services are able to fulfil their contracts/business agreements/service level agreements</p>	<ul style="list-style-type: none"> ➤ Secure stocks of non-perishables e.g. soap, sanitiser, wipes, tissues, cleaning products etc. ➤ Monitor and maintain stock of PPE ➤ Request supplier / contractor emergency plans to provide assurance of continuity of business ➤ Emergency response contacts for failure of essential services ➤ Consider spreading risk over several suppliers / contractors across the Trust ➤ Review liability cover for failure to fulfil service level agreements 	<p>VG/JA with LA/PFI</p> <p>VG/LA/PFI</p> <p>VG</p> <p>VG/Trust</p>	<p>August/Sept</p> <p>Ongoing</p>

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
	<ul style="list-style-type: none"> ➤ Utilise instant electronic messaging for circulating messages that require action from stakeholders, including parents/carers, due to services being affected which adversely impacts on the business model affecting health, safety and wellbeing of pupils and staff <p>As a result the school can maintain appropriate supplies of goods and services so that they are able to function effectively during full opening of schools.</p>	VG PFI	
Ensure school is financially secure despite cost pressures	<ul style="list-style-type: none"> ➤ Budget forecasts updated incorporating impact of additional costs and/or lost revenue streams ➤ Assessment as to whether schools in the Trust are eligible for financial support from ESFA e.g. for exceptional cost incurred ➤ Assessment on impact on reserves and review reserves policy if appropriate ➤ Assessment of impact on three-year financial strategy ➤ Review all finance related policies and procedures to determine whether any fixed-term amendments need to be made <p>As a result: the school is financially secure and is DFE and ESFA compliant</p>	VG (with PW) VG (ND) VG (ND) VG (ND/PW) VG (ND)	Ongoing
Governors and Staff are adequately	<ul style="list-style-type: none"> ➤ Headteacher to share and consult on Risk Assessment with Executive Team link, governing body, staff union rep and wider staff 	VG	Ongoing

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
<p>prepared to understand risk management, and adapted systems, structures, practices and expected behaviours for each phase of pupil admission leading to a full cohort return.</p>	<ul style="list-style-type: none"> ➤ Risk assessment to be placed on school web site once approved – updates highlighted ➤ Health & Safety Policy, Child Protection and Safeguarding Policy, Attendance Policy, Behaviour Policy, Exclusions Policy all reviewed and updated in light of coronavirus pandemic ➤ Staff bulletins and ‘pre-opening’ and ‘return to work’ staff induction meetings and training conducted by the Headteacher or SLT to ensure understanding and compliance to changes to systems and practice ➤ Staff briefings and email bulletins used as reminders continuously ➤ School to use Tuesday 1st and Wednesday 2nd September 2020 as staff induction and preparation days, and Thursday 3rd and Friday 4th September 2020 as phased transition of year groups, with the intention of full opening of schools from Monday 7th September 2020 <p>As a result: All levels of leadership and staff understand risk, the strategies employed to mitigate those risks and their role in implementing the Risk Plan at a level reflective of their role and responsibilities.</p>	<p>VG</p> <p>VG/CS</p> <p>VG</p>	

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
Ensure all vacancies are filled for September and staffing is robust.	<ul style="list-style-type: none"> ➤ Recruitment process continues following the most current government guidelines. At the time of writing this involves following strict social distancing guidelines. As a result, interviews are conducted either physically, adhering to social distancing current guidance or remotely ➤ Safeguarding and employment checks continue potentially using relaxed processes in accordance with new Government guidance ➤ Maintain strong relationships with teaching and other employment agencies <p>As a result the school is fully staffed with specialist teachers</p>	<p>VG</p> <p>VG</p> <p>VG/JA</p>	Ongoing
To ensure staff capacity matches pupil provision and allows school to open.	<ul style="list-style-type: none"> ➤ Staff audit to determine the numbers who are not able to physically return to work e.g. due to shielding, self-isolation, showing COVID19 symptoms or where a risk assessment of their health has indicated they should not be working on site (see updates in green below) ➤ Staff to be in school determined in advance and communicated to in advance ➤ Follow Trust approach with staff who have childcare commitments who are otherwise fit for work ➤ Determine staffing requirements to open the school safely for the number of pupils expected 	<p>JA/VG</p> <p>JA</p> <p>VG/JA</p>	Ongoing

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
	<ul style="list-style-type: none"> ➤ Alternative arrangements for staff and pupils not able to attend school ➤ Normal risk-assessments apply (those applied to an 'exceptional circumstance' which risks the full or partial closure to a school) to ensure that we can fulfil statutory duties to provide a safe environment with an approved staff to pupil ratio ➤ Ensure staff union guidelines are taken into account with Headteacher keeping local reps abreast of provision and staffing <p>As a result, the school is able to provide safe supervision within a safe environment for the number of pupils it is accommodating</p>		
<p>To support staff mental health, wellbeing and professional development needs to address any personal and professional</p>	<ul style="list-style-type: none"> ➤ To provide forums for staff to ask questions, share anxieties and confirm their roles and responsibilities ➤ Information will be used within strict HR guidelines on a 'need to know basis' ➤ Staff feedback box always available ➤ Staff will continue to be signposted to external agencies that can support them with their mental health and wellbeing including the consideration of an Occupational Health Referral ➤ Headteacher to work closely with Staff Well-Being group, staff consultation group, staff union rep to remain cognisant of staff feeling 	<p>VG/JA</p> <p>JA</p> <p>VG</p>	<p>Ongoing</p>

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
anxieties and/or challenges.	<ul style="list-style-type: none"> ➤ Have regular keep in touch meetings with people having to shield, self-isolate to provide support, alleviate concerns and demonstrate their value to the school. Involve staff in completing risk assessments so they can help identify potential problems and solutions ➤ Keep staff updated on what is happening so they feel involved, informed and re-assured <p>As a result, staff feel valued and supported</p>	JA	<p>Shielding ended in August 2020 and resumed in Jan 2021</p> <p>Reviewed in line with Government guidance</p>
To support members of staff who cannot return to work.	<ul style="list-style-type: none"> ➤ The school to communicate with the Trust to ensure there is a consistent approach which involves sensitively establishing the reason e.g. <ul style="list-style-type: none"> - They have their own child(ren) of a relevant year group but does not want to send them to school due to a lack of confidence in their school's ability to safeguard their child(ren) at this time and they therefore need to be at home due to childcare - They have Primary aged children and their school is not accepting them - Nurseries and childcare are not available - They live and/or care for an extremely vulnerable or vulnerable person - Because they feel anxious about returning and/or don't feel safe - Because they have been instructed by their union not to do so <p>Etc. and referring to a consistent Trust-wide response for each scenario</p>	JA/VG	Ongoing

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
	As a result, staff feel supported so that they can return to work as fulfil duties commensurate of their position at a time agreed with their Headteacher		
<p>A member of staff informs the school that they fall within one or more of the following categories:</p> <ul style="list-style-type: none"> -have a disability -undergoing medical treatment -Black, Asian and Minority Ethnic (BME) background. <p>They believe this puts them in a potentially vulnerable category and have</p>	<ul style="list-style-type: none"> ➤ The local school Risk Assessment Plan considerably mitigates risks to all staff, including those who are extremely clinically vulnerable and clinically vulnerable ➤ Determine whether the member of staff falls into the Clinically or Extremely Clinically Vulnerable Group. If so follow associated government guidance ➤ <i>On 26th November 2020, the government's Guidance for full opening: schools was updated to state that: All staff (including those that are Clinically Extremely Vulnerable) can continue to attend school in all three local restriction tiers. Under local restriction tier 3: very high alert, staff and employers may wish to discuss flexibilities (adjustments) e.g. such as staggered start times to reduce travel during rush hour, that support clinically extremely vulnerable staff. 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</i> ➤ <i>Following the accelerated increase of infections leading to a national lockdown from Thursday 5th November 2020 and change in government guidance for all workers, those staff who are clinically extremely vulnerable will be informed that they must work from home. This will be reviewed once the period of national lockdown has been lifted.</i> 	VG/JA	<p>November 2020</p> <p>Jan 4th 2021</p>

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
concerns about returning to school.	<p>Following the accelerated increase of infections leading to a national lockdown from Thursday 5th November 2020 and consultation with unions, all staff who are in the third trimester (week 28) of pregnancy will be informed that they must work from home. This will be reviewed at the end of the Spring term in 2021.</p> <ul style="list-style-type: none"> ➤ Clinically Extremely Vulnerable (CEV) staff should not return to work at school sites and should work from home. Current DHSC guidance, informed by PHE, currently advises that CEV individuals should continue to shield even after they have been vaccinated. This will be reviewed in line with the latest government guidance. ➤ Trust secondary schools to engage with onsite mass lateral flow testing in accordance with DfE guidance. ➤ Where consent has been received, Trust secondary school staff and pupils will move to a home Lateral Flow Device (LFD) testing model from 8th March 2021. Home test kits will be made available to all secondary staff on their return. Secondary pupils will receive home test kits following 3 on-site LFD tests. Testing of secondary school pupils, where consent has been given, will commence as part of a week-long phased return to school for all pupils (prioritising vulnerable children, children of critical workers and year groups 10 to 11, from the 8th March 2021. A further two on-site LFD tests will take place with 3 to 5 day intervals between each test. ➤ Staff who give their consent can be issued with home testing kits from March 8th 2021 ➤ Protective measures put in place for staff ➤ Risk assessments put in place for all staff who identify themselves as being vulnerable and/or at risk 	JA	March 2021

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
	<ul style="list-style-type: none"> ➤ Determine why the member of staff feels vulnerable about their return. ➤ Ensure School Risk Assessment addresses the needs of the staff member's situation ➤ Determine whether a separate risk assessment is needed. ➤ Provide additional support (regular catch ups etc.) and/or reasonable work adjustments ➤ Depending on the results of the risk assessment and after discussion with the member of staff either: ➤ Return to work ensuring the appropriate welfare support network (internal and external if applicable) is provided <li style="text-align: center;">Or ➤ Consider whether the school needs to and/or is able to accommodate them working from home at this time <p>As a result, all staff feel assured of the actions that the Trust and their school are taking to keep them as safe as is possible in the workplace.</p>		
To minimise risk to vulnerable staff being exposed to illness.	<ul style="list-style-type: none"> ➤ All staff understand the symptoms of COVID-19 and report to Headteacher or member of the leadership team ➤ A requirement that staff who are ill, and therefore not fit to work, stay at home ➤ Risk-assessments made for vulnerable staff with key recommendations for working expectations ➤ Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does not attend school ➤ Clean hands thoroughly and more often than usual 	VG/JA	Ongoing

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
	<ul style="list-style-type: none"> ➤ Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach ➤ Enhanced cleaning embedded, including cleaning frequently touched surfaces often ➤ Minimise contact between individuals and maintain social distancing wherever possible ➤ Where necessary, wear appropriate personal protective equipment (PPE), e.g. when working in close proximity to vulnerable pupils or administering first-aid ➤ Engage with NHS Test and Trace process ➤ Contain any outbreak by following local health protection team advice ➤ This Risk Assessment Plan for our school considerably mitigates risks to all staff, including those who are extremely clinically vulnerable and clinically vulnerable ➤ Following the accelerated increase of infections leading to a national lockdown from Thursday 5th November 2020 and change in government guidance for all workers, those staff who are clinically extremely vulnerable will be informed that they must work from home. This will be reviewed once the period of national lockdown has been lifted. ➤ Following the accelerated increase of infections leading to a national lockdown from Thursday 5th November 2020 and consultation with unions, all staff who are in the third trimester (week 28) of pregnancy will be informed that they must work from home. This will be reviewed at the end of the Spring Term 2021. <p>For the Clinically Extremely Vulnerable (CEV), following both the Tier 4 Government update on 31st December 2020 and most recent lockdown decision on Monday 4th January 2021, CEV employees should not return</p>		

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
	<p>to work at school sites and should work from home. This will be reviewed once the lockdown is lifted.</p> <p>Trust secondary schools to engage with onsite mass lateral flow testing in accordance with DfE guidance. Secondary pupils, who have consent, access mass and serial testing to reduce transmission risk and requirement to self-isolate if they are a contact of a person testing positive for COVID-19.</p> <ul style="list-style-type: none"> ➤ Protective measures put in place for staff ➤ Staff who give consent can be issued with home testing kits from 8th March 2021 ➤ Risk assessments put in place for all staff who identify themselves as being vulnerable and/or at risk <p>As a result: vulnerable staff's exposure to illness is minimised.</p>		
<p>A) To minimise risk of staff contracting the virus</p> <p>B) To take appropriate</p>	<ul style="list-style-type: none"> ➤ All staff are provided with the local School Risk Assessment Plan ➤ All staff understand the symptoms of COVID-19 and report to Headteacher or member of the leadership team ➤ Where possible, staff maintain social distancing with pupils and each other (as there is greater risk of transmission between adults than with pupils) ➤ All rooms in use will be kept well ventilated by having windows open. Where windows cannot be opened, air-conditioning units will be set to 'full fresh air' 	<p>VG/JA/ School Leaders/All staff /PFI</p>	<p>September 2020 onwards</p>

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
<p>action in the event that a member of staff develops Coronavirus symptoms whilst on site.</p>	<ul style="list-style-type: none"> ➤ All levels of school leadership and staff reinforce expectations to pupils that they should practise physical distancing, particularly with staff and other pupils who are not in their Year Group Bubble ➤ Staff advised to deliver lessons 'from the front'. For staff wanting to provide more personalised support, and where they choose to do so, then they must do so from an upright standing position so that they remain distanced from a pupil's seated position ➤ Meetings to be held virtually or only where social distancing can be assured ➤ Staff advised to avoid meeting in enclosed office spaces – where social distancing isn't possible ➤ Staff advised to avoid car sharing if possible and to sit in the back seat diagonal to the driver if they do need to car share – wearing a face covering if possible ➤ Staggering start/end times; limiting the number of people in communal areas at one time; rearranging work areas and tasks to allow people to meet social distancing rules; using empty spaces in the building for additional rest break areas where safe to do so ➤ First- Aiders all trained to be able to support this staff member in the first instance ➤ Any areas where the member of staff has been will be vacated by others and 'deep-cleaned' ➤ Headteacher, or SLT member with delegated responsibility, will direct that staff member to go home, and will support with contacting next-of-kin and arranging transport, should they not be in a fit state to get themselves home. The most current Government health guidance will be adhered to and staff member asked to have a coronavirus check. If the result is positive then the parents of any pupils that have been working with that staff member will be informed that their child should self-isolate for 10 		

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
	<p>days. Where there is a positive coronavirus (COVID-19) confirmed case, the Headteacher, or SLT with delegated responsibility in the Headteacher's absence, will inform the local health protection team https://www.gov.uk/health-protection-team and also their Executive Team link</p> <ul style="list-style-type: none"> ➤ The Headteacher will inform staff whenever a pupil or staff member goes home with COVID-19 symptoms and whenever a pupil or staff member has tested positive for COVID-19 ➤ PFI Partners/PFI site managers: Advice on rubbish which may have been contaminated and all waste that has been in contact with the staff member – including tissues placed in a plastic bag and tied, then placed in another plastic bag and tied. The bag is marked and stored in a safe place until results are available. If the test results are negative – to be put with normal waste. If positive, follow Public Health England advice. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings ➤ Return to work health meeting' to ensure that the staff member is fit for work (physically and emotionally) and presents no risk to themselves or others <p>As a result: Staff are fully informed of COVID-19 symptoms and understand reporting and supporting procedures so that risk of transmission is mitigated.</p>	VG	

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
Ensure staff are familiar with handwashing protocols	<ul style="list-style-type: none"> ➤ Provide water, soap and drying facilities at wash stations. Provide sanitiser and paper towels at sanitising stations ➤ Provide information on how to wash hands properly and display posters. ➤ Inform staff, prior to returning in September and regularly informally and formally, e.g. at staff briefings and via email, as to when and where they need to wash their hands ➤ Regular checks of washing and sanitising facilities to ensure that there is an adequate supply of washing/sanitising products ➤ Ensure that all bins that are for the disposal of paper towels and tissues are flip-top pedal bins ➤ Ensure that staff are checking their skin for dryness and cracking and tell them to report any problems to the headteacher of school HR Assistant <p>As a result: Staff do not contract and/or spread coronavirus due to not washing their hands adequately.</p>	VG/PFI	September onwards
Ensure that staff report if a member of their household has been confirmed positive for Coronavirus	<ul style="list-style-type: none"> ➤ All staff understand the symptoms of COVID-19 and importance of reporting cases to the Headteacher or member of the leadership team. ➤ Remind staff about the importance of following national guidelines ➤ Reissue and remind staff to follow the sickness policy ➤ PFI Managers to remind contractors to follow guidelines in accordance with Public Health England <p>As a result: The risk of staff transmitting virus reduced.</p>	VG/JA	September 20
To alleviate concerns raised by a member of staff about	<ul style="list-style-type: none"> ➤ Encourage staff that are able to walk, cycle or drive to work not to use Public Transport to decrease the demand for those services. This will allow those that 	JA	September onwards

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
travelling to work using public transport	<p>need to use public transport to be able to do so whilst exercising social distancing</p> <ul style="list-style-type: none"> ➤ Listen to the member of staff's concerns, consider alternatives to the use of public transport e.g. cycling, walking or driving and guide the member of staff to the government website https://extranet.dft.gov.uk/safer-transport-campaign/schools/ 		
Support pupil wellbeing, their mental and the possible anxieties that they, and their parents, may have on returning to school.	<ul style="list-style-type: none"> ➤ Pastoral teams, including tutors, to conduct pre-return direct contact with parents/carers to ascertain pupils' health, wellbeing, anxieties, family developments (including possible loss of family members), other challenges and/or positive developments (e.g. social or academic progress) since lockdown. Information will be shared on a 'need to know basis' within strict safeguarding guidelines ➤ Create opportunities for pupils (e.g. letter, essay or PowerPoint Presentation) to share their lockdown experience with staff. Pupils will be encouraged to share their achievements e.g. related school work, developing a new skill, researching an area of interest, helping around the house or with a sibling etc. They will also be encouraged to ask questions, share any anxieties and highlight what they hope to achieve on their return to school. This 'intelligence' will be used by form tutors and the school on a 'need to know basis' to inform curriculum delivery, pedagogical approach, and social, health and/or wellbeing targeted support and intervention ➤ Implement a parent/pupil survey to secure feedback on the school approach to the COVID-19 situation for current and future learning ➤ PDC curriculum continues to be delivered. Assemblies each Monday morning for all pupils 	<p>CS</p> <p>CP</p> <p>CS</p> <p>HH/DL</p>	September 2021

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
To facilitate as far as possible access to learning and to a safe environment	<ul style="list-style-type: none"> ➤ Continually track and audit pupil access to home learning. All pupils, particularly in key groups e.g. Care leavers, Pupils with a social worker and disadvantaged pupils, are given a laptop and fast internet access to access online learning resources using either the government national digital device scheme or a Trust loan scheme ➤ All families of Trust pupils have been subscribed to the National Free School Meal Voucher Scheme or Local Authority equivalent. Provision of food and resource packs to families who are struggling financially ➤ Continue to track and ensure all pre-lockdown identified vulnerable pupils are regularly contacted, within a multi-agency approach, to ensure their safety and wellbeing ➤ Financial support for families who need support with the purchase of new / additional uniform ➤ Support for female pupils whose families may be struggling to purchase essential items such as sanitary products ➤ To ensure an accurate list of eligible pupils who fall under the Key Worker/Vulnerable category and to ensure registers are taken daily ➤ To ensure Food Parcels or Food Vouchers are available to eligible pupils during any period of isolation or national lockdown 	<p>Senior Leaders CP lead</p> <p>CT SENDCO</p> <p>Knowsley LA and JA</p>	September onwards

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
<p>Enable Parents and Pupils to be adequately prepared to understand risk management, and adapted systems, structures, practices and expected behaviours for each phase of pupil admission leading to a full cohort return.</p>	<ul style="list-style-type: none"> ➤ Risk assessment available on the school website and parents actively encouraged to read it and have a forum to raise questions ➤ Phased arrival to school and departure from school areas and routines, where appropriate and required, to reduce the risk of pupils and parents not adhering to social distancing recommendations ➤ Parents are asked to encourage their children to walk or cycle to school, observing social distancing. Where pupils must use public transport then parents are reminded that their child must wear PPE whilst on public transport ➤ Queuing and movement routines e.g. floor tape indicating recommended social distancing including outside classrooms, toilets and for access to catering provision; one-way routes around the school; school entry and exit points; safe distancing recreational areas etc. ➤ Minimise the sharing of materials and resources and desks and telephones/computers and where this must occur then have regular cleaning routines to minimise the risk of virus transmission ➤ Frequently used equipment such as pens and pencils should not be shared ➤ Sanitising stations in each area and at each entry/exit point to the school ➤ Reduced pupil movement ➤ Reduced pupil movement by 'staggering' arrival, any lesson changeover, break time, lunchtime and departure ➤ Encourage parents not to come into school but to limit communications with the school to telephone and electronic communications ➤ Encourage, and where appropriate financially support, parents to purchase additional items of uniform so that pupils can change and wash their clothes regularly 	<p>VG</p> <p>VG</p> <p>VG/Staff</p> <p>VG</p> <p>JA</p> <p>VG</p> <p>VG</p>	<p>June 2020 onwards</p>

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
	<ul style="list-style-type: none"> ➤ Advise parents on the most up to date current recommendations on Personal Protective Equipment ➤ Advise parents that: <ul style="list-style-type: none"> - Pupils strongly encouraged to attend unless shielding concerns. - Pupils who live with clinically vulnerable attend as normal <p>As a result: All pupils and all staff working with pupils are adhering to current advice</p>		
Support reluctant Parents/Carers to send their children into school	<ul style="list-style-type: none"> ➤ Determine the reason for the parent/carers' decision. (A small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus. Where this is the case, the school will ensure that these pupils have access to remote education.) ➤ High quality remote education including a blend of posted activities, pre-recorded lessons and live teaching, is available for all pupils needing to self-isolate. Participation is closely monitored and robust systems are embedded to contact and support pupils not engaging daily. Pupil engagement with online learning and the quality of work produced by pupils will be monitored. Pupils/students who are disengaged from remote learning and/or not producing work that reflects their capabilities and personal circumstances will be supported and challenged to do so, as far as this is logistically possible 	<p>EP</p> <p>CP</p> <p>CP</p>	September onwards

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
with high learning and/or social needs do not want to return due to anxiety.	<ul style="list-style-type: none"> ➤ Risk assessments in place. Re-introduction learning and support plans produced in collaboration with the pupil and their parent/carer ➤ DfE Guidance on working with children with SEND and guidance on risk assessment referenced ➤ Promote internal and wider agencies/services to support parents and pupils ➤ As a result: Vulnerable pupils' anxiety reduced and reach a level of confidence that they can return to school 	CS	September onwards
Minimise the risk of vulnerable pupils being exposed to illness	<ul style="list-style-type: none"> ➤ School communicates appropriately with their most vulnerable pupils. ➤ Education Health Care Plans are updated and instruction from GPs followed. ➤ Pastoral Team identify the most vulnerable pupils from current medical information. ➤ Risk Assessments for individual pupils identified as at greater risk, including users of wheelchairs and other physical aids. ➤ All staff understand the symptoms of COVID-19 and report to Headteacher or member of the leadership team should they suspect that a pupil has COVID-19 symptoms. ➤ Risk-assessments made for vulnerable pupils. ➤ Pupils strongly encouraged to attend unless shielding concerns. ➤ Protective measures put in place for pupils ➤ Those children whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend school while this advice is in place. Your school will make appropriate arrangements for you to be able to continue your education at home. Children who live with someone 	SENCO/CS/CF	

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
	<p>who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school.</p> <ul style="list-style-type: none"> ➤ The advice for pupils who have been confirmed as Clinically Extremely Vulnerable is to shield and stay at home as much as possible until further notice. They are advised not to attend school while shielding advice applies nationally. LDA will provide remote education and pastoral support to pupils who are unable to attend school because they are complying with government guidance or legislation around coronavirus (COVID-19). ➤ Where consent has been received, LDA school staff and pupils will move to a home Lateral Flow Device (LFD) testing model from W/C 8th March (staff) 15th March 2021 (pupils). Home test kits will be made available to all secondary staff on their return. Primary staff will continue to have access to LFD home-testing kits as previously. Secondary pupils will receive home test kits following 3 on-site LFD tests. Testing of secondary school pupils, where consent has been given, will commence as part of a week-long phased return to school for all pupils (prioritising vulnerable children, children of critical workers and year groups 10 to 13, from the 8th March 2021. A further two on-site LFD tests will take place with 3 to 5-day intervals between each test <p>As a result: The risk of contracting coronavirus is reduced.</p>	VG/JA	January 2021 onwards

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
	<p>staff. During the pupil's period of exclusion, curriculum work will be provided and assessed remotely.”</p> <p>As a result: All pupils and all staff working with pupils are adhering to current advice.</p>		
Ensure pupils are cognizant of handwashing protocols	<ul style="list-style-type: none"> ➤ Provide water, soap and drying facilities at wash stations. Provide sanitiser and paper towels at sanitising stations ➤ Provide information to pupils and parents on how to wash hands properly. ➤ Display posters at toilets and wash/sanitising stations showing and explaining how to wash / sanitise hands properly ➤ Inform pupils prior to starting back in September as to when and where they need to wash their hands. Remind them regularly prior to entering the school building each morning and during the school day. ➤ Regular checks of washing and sanitising facilities to ensure that there is an adequate supply of washing/sanitising products ➤ Ensure that all bins that are for the disposal of paper towels and tissues are flip-top pedal bins. ➤ Ensure that pupils are checking their skin for dryness and cracking and tell them to report any problems to their tutor, Head of Year, member of the safeguarding team, First-Aider or the school nurse (where the school has one) 	JA	Ongoing
A) To minimize risk of pupils	<ul style="list-style-type: none"> ➤ All staff understand the symptoms of COVID-19 and report to Headteacher or member of the leadership team 	VG/JA	Ongoing

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
<p>contracting the virus</p> <p>B) To take appropriate action in the event that a pupil develops Coronavirus symptoms whilst on site.</p>	<ul style="list-style-type: none"> ➤ minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school ➤ clean hands thoroughly more often than usual ➤ ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach ➤ Pupils regularly reminded to catch their coughs and sneezes with a tissue or elbow ➤ introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach ➤ minimise contact between individuals and maintain social distancing wherever possible ➤ all rooms in use will be kept well ventilated by having windows open. Where windows cannot be opened, air-conditioning units will be set to ‘full fresh air’ ➤ where necessary, wear appropriate personal protective equipment (PPE) ➤ First-Aider called and all First- Aiders trained to be able to support this pupil in the first instance. ➤ The Head of Year, Pupil Support Manager or nominated adult will contact the pupil’s parent/carer to inform them of their child’s condition and ask them to come to collect them <p>Whilst a pupil has only symptoms, no further action will be taken or information shared with any other parents, pupils or siblings in the school at that point</p> <p>When the school contacts the parent/carer to inform them that one of their children has symptoms and that they need to collect them from school, the parent/carer will also be informed that they should take their child to</p>		

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
	<p>be tested for COVID-19. It should be explained to the parent/carer that should their child be tested positive for COVID-19, then it is the parent's/carer's responsibility to:</p> <ul style="list-style-type: none"> a) Inform the school b) Self-isolate the child who has tested positive c) Self-isolate any other siblings, who attend the same school or otherwise, and other family members who live in the same household for 10 days <ul style="list-style-type: none"> ➤ The school will then take necessary measures with regards to pupil contact and staff contact and self-isolation procedures will be followed ➤ Where there is a positive coronavirus (COVID-19) confirmed case, the Headteacher, or SLT with delegated responsibility in the Headteacher's absence, will inform the local health protection team https://www.gov.uk/health-protection-team and also their Executive Team link ➤ The Headteacher will inform staff whenever a pupil or staff member goes home with COVID-19 symptoms and whenever a pupil or staff member has tested positive for COVID-19 ➤ Until the parent/carer of the pupil with coronavirus symptoms arrives, the pupil will be moved to a nominated clean and ventilated safety room (First-Aid room or similar) and a 1 metre+ distance will be maintained from all other staff and pupils ➤ Social distancing may need to be breached in the case of an emergency which requires close proximity assistance or contact. First-aider trained and supplied with PPE (minimum 3-ply mask, apron and gloves) in this circumstance 		

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
	<ul style="list-style-type: none"> ➤ Deep clean of safety room once evacuated ➤ PFI Site Manager: Advice on rubbish which may have been contaminated and all waste that has been in contact with the pupil – including tissues placed in a plastic bag and tied, then placed in another plastic bag and tied. The bag is marked and stored in a safe place until results are available. If the test results are negative – to be put with normal waste. If positive, follow Public Health England advice ➤ Trust secondary schools to engage with onsite mass lateral flow testing in accordance with DfE guidance. Secondary pupils, who have consent, access mass and serial testing to reduce transmission risk and requirement to self-isolate if they are a contact of a person testing positive for COVID-19. 		January 2021
Support pupils to return to formal structures and behaviours following an extended period out of school	<ul style="list-style-type: none"> ➤ Pastoral teams, including tutors, to conduct pre-return direct contact with parents/carers to ascertain pupils' health, wellbeing, anxieties, family developments (including possible loss of family members), other challenges and/or positive developments (e.g. social or academic progress) since lockdown. Information will be shared on a 'need to know basis' within strict safeguarding guidelines ➤ Create a return opportunity for pupils (e.g. letter, essay or PowerPoint Presentation) to share their lockdown experience with their tutors. Pupils will be encouraged to share their achievements e.g. related school work, developing a new skill, researching an area of interest, helping around the house or with a sibling etc. They will also be encouraged to ask questions, share any anxieties and highlight what they hope to achieve on their return to school. This 'intelligence' will be used by form tutors and 	CS/HOYS/ SENDCO	September

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
	<ul style="list-style-type: none"> • Schools must not make their own gels, as the chemicals schools have or are able to buy are not safe for use on the skin, nor are school labs designed or clean enough to produce cleaning products for the skin. • Schools which are dispensing hand sanitiser from large bulk containers to smaller ones, must label the small containers with similar labelling as the bulk container, to ensure the user is aware of any hazards it may present. This should also include any instructions on how to use the hand sanitiser. ➤ School has the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene ➤ In considering what team sports can be offered, those whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government are permitted. Schools must only provide team sports on the list available at return to recreational team sport framework. https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework - The sharing of resources within year groups is permitted although cleaning / sanitising routines should be embedded after use. 	RP	

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
	<ul style="list-style-type: none"> ➤ Invigilators are expected to wear face masks and maintain social distancing. ➤ Consider whether the Safeguarding team requires additional time and capacity to identify and support an increasing number of pupils who may now be vulnerable ➤ Ensure that the best-practice developed around remote learning is not lost: ensure that those pupils who are shielding, isolating or have other barriers to access are given remote learning activities that replicate (as far as is possible) what is being delivered in class. You may consider using staff to deliver 'live' or 'recorded' lessons to these pupils. ➤ From Jan 2021 - Full remote learning package to be available to all pupils whilst learning at home and to the pupils who are on site because they are children of critical workers/vulnerable children/children with an EHCP. <p>Teachers will deliver the full curriculum and ensure pastoral support remotely – in line with the Trust/school curriculum pathways</p> <p>Over 600 Lap tops distributed to pupils to ensure all pupils can access remote learning from home</p> <p>Staff full briefing on remote learning delivery in line with Acceptable Use guidance and safeguarding procedures</p>	<p>CS/VG</p> <p>CP</p> <p>CP</p> <p>JE/CP/HH</p> <p>JA</p> <p>CP/CS</p>	<p>Jan 2021</p>

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
	<p>Staff CPD available to ensure staff can provide the best possible provision</p> <p>Acceptable Use Guidance issued to pupils and parents regarding remote learning</p> <ul style="list-style-type: none"> ➤ External examination will take place on 11th January in line with Government advice. Risk assessment measures applied to minimize risk to pupils and staff. Parental contact made to communicate measures in place. ➤ There should be no education visits at this time <p>As a result: School can deliver the full curriculum from September 2020</p>	<p>CP</p> <p>LM</p> <p>JE/CP</p>	
<p>Support pupils with acquired knowledge deficits through loss of learning; consider those pupils who may have advanced in their learning in</p>	<ul style="list-style-type: none"> ➤ Pastoral teams, including tutors, to conduct pre-return direct contact with parents/carers to ascertain pupils' health, wellbeing, anxieties, family developments (including possible loss of family members), other challenges and/or positive developments (e.g. social or academic progress) since lockdown. Information will be shared on a 'need to know basis' within strict safeguarding guidelines ➤ Once initial induction to the school has taken place, to re-baseline pupils in terms of knowledge and skill retention in each subject in order to inform teaching and learning provision and intervention. This is particularly pertinent to disadvantaged pupils and vulnerable pupils who were already progressing at a slower pace than their peers prior to lockdown 	<p>CS/Pastoral staff</p> <p>CP</p>	<p>September 20</p>

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
particular subject areas, whilst working at home.	<ul style="list-style-type: none"> ➤ One-to-one/small group withdrawal academic 'catch-up' sessions for pupils on site ➤ Targeted online support for pupils identified at risk of engagement with online resources ➤ Support is made available for pupils with SEND, for example by deploying teaching assistants and enabling specialist staff from both within and outside the school to work with pupils in different classes or year groups. ➤ A Remote Learning Trust Improvement Partnership established to embed consistent high-quality online learning provision for those pupils unable to attend any of our Trust schools due to, for example, illness and/or self-isolation. ➤ On return to the full opening of schools in March 2021, teaching time should be prioritised to address the most significant gaps in pupils' knowledge. Schools should ensure that curriculum planning is informed both by an assessment of pupils' starting points and gaps in their knowledge, and an understanding of what is the most critical content to support their progression. <p>As a result: Teachers are able to deliver a recovery curriculum to bridge acquired learning deficits whilst being mindful and planning for pupils who have made significant progress in their remote learning and require further challenge.</p>	<p>CP/LM</p> <p>JA/CP/JE/ LM</p> <p>SENDCO</p> <p>CP</p> <p>CP/JE</p>	<p>November 2020</p> <p>March 2021</p>
Avoid risk of transmission from	<ul style="list-style-type: none"> ➤ Update behaviour expectations and policies and share with staff, pupils and parents/carers ➤ Plan for year group withdrawal spaces / isolation. If not possible, aim for key stage withdrawal / isolation rooms 	EP	September onwards

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
<p>pupils contravening the behavior policy and needing to be isolated</p>	<ul style="list-style-type: none"> ➤ Amend Behaviour policies to include a statement of the type “Due to the serious nature of COVID-19, any pupil whose behaviour places the health, safety and welfare of themselves, other pupils and/or staff at risk, will be excluded from school. The length of this exclusion will be dependent on the severity and impact of the behaviour, the remorse and assurances from the pupil that this behaviour will not be repeated and the impact that their return will have on themselves, other pupils and/or staff. During the pupil’s period of exclusion, curriculum work will be provided and assessed remotely.” <p>As a result: pupils who are misbehaving can be withdrawn from their normal classes and can be accommodated elsewhere without increasing the risk of contamination and/or virus transmission.</p>		

Useful DfE website links:

Coronavirus (COVID-19): guidance for schools and other educational settings <https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>

Coronavirus (COVID-19): implementing protective measures in education and childcare settings <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

Actions for education and childcare settings to prepare for wider opening from 1 June 2020 <https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

COVID-19: cleaning in non-healthcare settings <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Coronavirus (COVID-19): attendance recording for educational settings <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

Coronavirus (COVID-19): financial support for schools <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools>

Opening schools and educational settings to more pupils from 1 June: guidance for parents and carers <https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june>

Supporting vulnerable children and young people During the coronavirus (COVID-19) outbreak - action for educational providers and other partners

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

Actions for schools during the coronavirus outbreak <https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing>

Reporting positive coronavirus (COVID-19) to your local health protection team <https://www.gov.uk/health-protection-team>