

ATLP COVID-19: Operational risk assessment – Summary of Updates

DATE CHANGE APPLIED	POINT NUMBER & HEADING	CHANGES APPLIED
1/9/20	2.8 Personal Protective Equipment (PPE)	Under Further action/comments: Staff must ensure they follow the protocol for the appropriate wearing/disposing/storing of PPE. For general use, Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence is being kept under review. If staff and students want to wear a face mask for general use, this will be allowed but school will not provide one
1/9/20	2.9 Face Coverings	2.9 added as a whole new entry
1/9/20	3.8 Reception Area	People arrive in school and remove face coverings that have been worn outside, which may pose additional risk of infection transmission
1/9/20	6.4 IT staff working on the school site	Under Control Measures: Face coverings can be worn by staff if they choose, as per government guidelines on optional use of your own face coverings (ensuring the protocol for the appropriate disposing/storing of masks worn on public transport before entering the school site is followed).
1/9/20	7.1 Costs of the school's response to COVID-19	Under Residual risk rating: Medium Low
15/9/20	1.3 Availability of staff and class sizes	Under Control Measures: All school trips are paused until after Christmas to negate the need for staff to be off site thereby maximising staff resource in school.
15/9/20	1.15 Risk Assessments	Under Control Measures: Peri music services providers, whether that be the Local Authority or somebody self-employed, will provide a risk assessment to show how they will manage their services in school. Risk Assessments will be reviewed and approved by the Executive Team.
21/9/20	NO UPDATES	
25/9/20	NO UPDATES	
5/10/20	NO UPDATES	
12/10/20	NO UPDATES	

19/10/20	1.17 Risk of School Closure	1.17 added as a whole new entry
19/10/20	2.10 Ventilation	2.10 added as a whole new entry
26/10/20	1.3 Availability of staff and class sizes	Under Control Measures: Consideration for future school trips will include ensuring appropriate insurance arrangements are in place.
26/10/20	1.14 Catering facilities and Free school meals	Under Control Measures: Catering provision to resume from September is in place in all schools. FSM and UFSM students fully catered for.
26/10/20	1.15 Risk Assessments	Under Control Measures: Peri music services providers, whether that be the Local Authority or somebody self-employed, or other external providers providing other services where appropriate , will provide a risk assessment to show how they will manage their services in school. Risk Assessments will be reviewed and approved by the Executive Team.
26/10/20	2.1 Cleaning	Under heading: Cleaning capacity is reduced so that an initial deep-cleans and ongoing cleaning of surfaces are not undertaken to the standards required Under Control Measures: <ul style="list-style-type: none"> • A return to work plan Working patterns for cleaning staff (including any deep cleans) is are agreed with contracting agencies and in house cleaning staff prior to opening. • An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. • Working hours for cleaning staff are reallocated and/or increased if required, including adapting to requirements if schools are affected by COVID-19 cases on site.
26/10/20	2.3 Clothing/fabric	Under Control Measures: Flexibility with uniform will be implemented if required, in support of maintaining adequate ventilation in cooler weather.
26/10/20	2.4 Testing and managing symptoms	Under Control Measures: Schools will promote, where possible, the track and trace app for staff and pupils aged 16 or over
26/10/20	2.9	Under Control Measures:

	Face Coverings	<ul style="list-style-type: none"> • Government local COVID alert levels are understood and regularly reviewed. • Face coverings are mandatory, for secondary school students, in indoor communal areas, such as in corridors when social distancing is not possible and at break and lunch times. • Staff should wear face coverings in indoor communal areas, where social distancing is not possible cannot be easily maintained and this has been communicated. <p>Under Further Actions/Comments: Government guidance is being kept under review. Everyone must ensure they follow the protocol for the appropriate disposing/storing of masks worn. Government guidance regarding mandatory wearing of face coverings in certain circumstances, such as in high or very high local COVID alert areas also remains adhered to at all times.</p>
26/10/20	2.10 Ventilation	<p>Under Control Measures:</p> <ul style="list-style-type: none"> • Doors, excluding fire doors, are kept open wherever possible and safe to do so. to improve ventilation. • Windows are opened wherever possible and when weather conditions permit doing so without adverse impact on the internal environment.,, including being opened fully when spaces are unoccupied and opened just enough for constant background ventilation in cooler weather. • In cooler weather, high level windows are opened as preference where possible, furniture is relocated where possible to avoid direct draughts and flexibility is implemented regarding clothing. Heating is used as necessary, in addition, to maintain comfort levels. • Mechanical ventilation systems are adjusted to an increased ventilation rate and/or full fresh air where possible, or operated as normal where serving a single room and supplemented by an outdoor air supply.
26/10/20	6.1 Review of fire procedures	<p>Under Control Measures:</p> <p>Some students and staff having been away from the school site for a significant period of time and new staff and students starting.</p>
26/10/20	6.2 Managing premises	<p>Under Control Measures:</p> <ul style="list-style-type: none"> • All statutory compliance is up to date, with ongoing monitoring and review at all sites via the Operations & Estates team. • Where If water systems have not been maintained during any period of closure, throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged.
26/10/20	6.3	<p>Under Control Measures:</p>

	Contractors working on site	<ul style="list-style-type: none"> Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. Contractors are made aware of Trust/school COVID-19 risk assessments, control measures and operating procedures. It is communicated and understood that they are expected to adhere to these at all times.
26/10/20	6.4 IT staff working on school site	IT staff continue to work from home whenever possible, to minimise the number of staff on site
5/11/20 Changes applied in support of updated DfE guidance issued on this date.	1.3 Availability of staff and class sizes	<p>Under Control Measures:</p> <p>All staff returned in September with the exception of a few whose risk assessment and personal circumstances supported home working.</p> <p>Following the guidance on clinically extremely vulnerable (4th November), all staff were contacted by Headteachers and asked to advise if they were CEV. Those staff who fall into category are shielding for the duration of the second lockdown. Arrangements have been made for them to work from home. In exceptional circumstances, where a member of staff wishes to attend their usual place of work, contrary to guidance issued, evidence of a discussion with a medical professional is requested and individual risk assessments will be used to support.</p>
5/11/20	1.13 Staff induction and CPD	<p>Under Control Measures:</p> <p>Staff returning from maternity leave or long-term absence will be inducted by their school to ensure they are aware of the new systems and protocols in place. HR will continue to support these staff</p> <p>Under Further Actions/Comments: As and when staff return from maternity/long term absence</p>
5/11/20	2.9 Face Coverings	<p>Under Control Measures:</p> <ul style="list-style-type: none"> Face coverings are mandatory, for secondary school students, when moving around the premises outside of the classroom, such as in indoor communal areas, such as in and corridors when social distancing is not possible and at break and lunch times. However, if students are outside in year group bubbles at break and lunchtime, they do not need to wear masks. Students are regularly reminded of expectations.

		<ul style="list-style-type: none"> • Staff should wear face coverings when moving around the premises outside of the classroom, in indoor communal areas where social distancing cannot be easily maintained, and this has been communicated. • In Primary schools, in situations where social distancing between adults cannot be easily maintained (for example when moving around in corridors and communal areas), Head Teachers have the discretion to recommend the use of face coverings for staff and visitors. • Parents/carers are requested, and regularly reminded, to wear face coverings when dropping children off at, or collecting children from, all schools.
5/11/20	3.3 Movement in corridors	Under Further Actions/Comments: Induction for staff returning from maternity leave/long term absence
5/11/20	4.1 Pupils with underlying health issues	Under Control Measures: Following the guidance on clinically extremely vulnerable (4th November), all students who fall into this category are shielding for the duration of the second lockdown. As in line with the Remote Teaching and Learning Policy, work will be provided remotely. In exceptional circumstances, where a parent/carer wishes their child to attend school, contrary to guidance issued, evidence of a discussion with a medical professional is requested and an individual risk assessment, signed by the parent, will be used to support
5/11/20	4.2 Staff with underlying health issues	Under Control Measures: Following the guidance on clinically extremely vulnerable (4th November), all staff were contacted by Headteachers and asked to advise if they were CEV. The staff who fall into this category are shielding for the duration of the second lockdown. Arrangements have been made for them to work from home. In exceptional circumstances, where a member of staff wishes to attend their usual place of work, contrary to guidance issued, evidence of a discussion with a medical professional is requested and individual risk assessments will be used to support.
5/11/20	5.2 Mental health concerns – staff	Under Control Measures: Staff continue to be supported by school and HR.
16/11/20	NO UPDATES	
23/11/20	NO UPDATES	
26/11/20 Changes applied in support of updated DfE guidance issued on this date.	4.1 Pupils with underlying health issues	Under Control Measures: Following the updated guidance (26th November) reflecting the local restriction tiers introduced by the government, students who remain in the clinically extremely vulnerable group should return to school from 2 December unless they are one of the very small number of pupils or students under paediatric or NHS care (such as recent transplant or very immunosuppressed children) and have been advised specifically by their GP or clinician not to attend school.

26/11/20	4.2 Staff with underlying health issues	Under Control Measures: Following the updated guidance (26th November) reflecting the local restriction tiers introduced by the government, staff who remain in the clinically extremely vulnerable group should return to their place of work from 2 December. As in line with the guidance for schools in Tier 3 areas, we will discuss flexibilities that support clinically extremely vulnerable staff, such as staggered start times to reduce travel during rush hour.
4/1/21 Changes applied in support of updated DfE guidance issued on 30 th December	1.3 Availability of staff and class sizes	Under Control Measures <ul style="list-style-type: none"> • All school trips are paused until after Christmas February half term to negate the need for staff to be off site thereby maximising staff resource in school. Consideration for future school trips will include ensuring appropriate insurance arrangements are in place.
4/1/21	1.4 Prioritising provision	Under Control Measures: Following the government's announcement in December, secondary schools will prioritise, in the first week back, face to face education for the children of critical workers and those who are deemed to be vulnerable
4/1/21	1.7 Curriculum organisation	Under Control Measures: <ul style="list-style-type: none"> • Full recruitment process has taken place and a number of academic/pastoral mentors/tutors have been appointed to support those students who have fallen behind. • Schools will be identifying those pupils for whom additional support is needed and monitoring the impact throughout the year.
4/1/21`	1.8 Staff workspaces	Under Control Measures: Staff training days, where appropriate, have been redesignated 'remote' training days.
4/1/21	1.10 Governance and policy	Under Control Measures: HGB meetings allow for COGs to come together to share school plans and mitigations.
4/1/21	1.13 Staff induction and CPD	Under Control Measures: <ul style="list-style-type: none"> • New covid catch up mentors and tutors have had a detailed induction by the LAT and safeguarding training by Senior DSL.
4/1/21	1.14 Catering facilities and Free school meals	Under Control Measures: Planning includes contingencies for scenarios when a school or local area may go into lockdown. may become subject to any level of Government restrictions, under the Tier system or otherwise.
4/1/21	2.2 Hygiene and handwashing	Under Control Measures; <ul style="list-style-type: none"> • An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens regularly and additional supplies are purchased if necessary.

4/1/21	2.4 Testing and managing symptoms	<p>Under Control Measures:</p> <ul style="list-style-type: none"> • Government guidance regarding mass asymptomatic testing in schools and colleges from January 2021 is implemented. Information on how testing will operate in each school setting is shared with appropriate parents/carers, students and staff. • Staff, pupils and parents have received clear communications informing them of current government guidance on mass testing in schools from January 2021 and the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. (See above – Infection transmission in school).
4/1/21	2.9 Face Coverings	<p>Under Control Measures:</p> <ul style="list-style-type: none"> • Government local COVID alert Tier system levels are understood and regularly reviewed. <p>Under Further Action/Comments Government guidance is being kept under review. Everyone must ensure they follow the protocol for the appropriate disposing/storing of masks worn. Government guidance regarding mandatory wearing of face coverings in certain circumstances, such as in high or very high local COVID alert any of the relevant Tier levels, at any time, also remains adhered to at all times.</p>
4/1/21	4.1 Pupils with underlying health issues	<p>Under Control Measures:</p> <ul style="list-style-type: none"> • Following the guidance on clinically extremely vulnerable in Tier 4 (30 December), all children and young people still deemed clinically extremely vulnerable are advised not to attend school.
4/1/21	4.2 Staff with underlying health issues	<p>Under Control Measures:</p> <ul style="list-style-type: none"> • Following the guidance on clinically extremely vulnerable in Tier 4 (30 December), all staff were contacted by Headteachers and asked to advise if they were CEV/had received an instruction to shield. Staff who fall into this category are shielding until 1 February 2021 as advised by the NHS. Arrangements have been made for them to work from home and not be included on school rotas. In exceptional circumstances, where a member of staff wishes to attend their usual place of work, contrary to guidance issued, evidence of a discussion with a medical professional is requested and individual risk assessments will be used to support. • Advice for pregnant women from 28 weeks’ gestation, or with underlying health conditions at any gestation, is that they may be at greater risk of severe illness from coronavirus (COVID-19), these staff will be working from home and are not included on rotas to work in school.

4/1/21	5.1 Mental health concerns – pupils	Under Control Measures: Pastoral mentors have been appointed as part of the Covid catch-up funding to support pupils’ mental health and well-being where appropriate.
4/1/21	6.2 Managing premises	Under Control Measures: <ul style="list-style-type: none"> All systems have been are recommissioned following any period of complete closure.
4/1/21	6.4 IT staff working on the school site	Under Control Measures: <ul style="list-style-type: none"> Remote IT support is prioritised whenever possible at all times. Onsite support is only provided if remote support cannot resolve the issue.
4/2/21 New guidance published entitled: Restricting attendance during the national lockdown: schools	NO UPDATES	
25/2/21 In light of new guidance	1.2 Organisation of teaching spaces	Under Control Measures: <ul style="list-style-type: none"> Face coverings are worn in areas where adequate social distancing cannot be maintained (including classrooms where appropriate)
25/2/21	1.3 Availability of staff and class sizes	Under Control Measures: <ul style="list-style-type: none"> Following the decision to lift shielding restrictions on 1 August, all staff are permitted to return to work. HR have risk assessed and are working closely with these staff to mitigate any concerns and enable them to return in September. There may still be a need for home working for some staff where their role allows for this. Update lockdown 3: Return to work w/c March 8th 2021. CEV with shielding letter continue to work from home, as will those who are over 28 weeks pregnant, or pregnant with underlying health conditions as per the guidance. Following the guidance on clinically extremely vulnerable (4th November), all staff were contacted by Headteachers and asked to advise if they were CEV. Those staff who fall into category are shielding for the duration of the second and third lockdown. All school trips are paused until after February half term the end of the 2021 academic year to negate the need for staff to be off site thereby maximising staff resource in school. Consideration for future school trips will include ensuring appropriate insurance arrangements are in place.

25/2/21	1.4 Prioritising provision	Under Control Measures: •Mentors have been appointed in our schools to support with vulnerable students, as per government catch-up funding
25/2/21	1.7 Curriculum organisation	Under Control Measures: •Covid catch-up mentors have been appointed to work in our schools to support provision
25/2/21	2.4 Testing and managing symptoms	Under Control Measures: • Government guidance regarding mass asymptomatic testing in secondary schools and the transition to at home self testing for staff in all schools (and students in secondary schools) from March 2021 and colleges from January 2021 is implemented. Information on how testing will operate in each school setting is shared with appropriate parents/carers, students and staff.
25/2/21	2.9 Face Coverings Use of face coverings in highly populated communal areas is not appropriately implemented, which may contribute to increased risks of COVID-19 spreading	Under Control Measures: • Government guidance on the safe wearing, removal and disposal of face coverings is understood and communicated to all staff, students and visitors to site. This includes awareness of individuals who have reason be exempt from wearing face coverings. • Government Tier system levels are understood and regularly reviewed. • Face coverings should be worn by mandatory for secondary school students where adequate social distancing and/or other protective measures cannot be maintained. This includes in the classroom., when moving around the premises outside of the classroom, such as in indoor communal areas and corridors when social distancing is not possible and at break and lunch times. However, if students are outside in year group bubbles at break and lunchtime, they do not need to wear masks. Students are regularly reminded of expectations. • Information regarding mandatory face coverings for secondary school students has been communicated to all parents/carers. • Staff should wear face coverings when moving around the premises outside of the classroom, in indoor communal areas where adequate social distancing and/or other protective measures cannot be easily maintained, and this has been communicated. • Staff should wear face coverings in indoor communal areas, where social distancing cannot be easily maintained, and this has been communicated.

		<ul style="list-style-type: none"> In Primary schools, in situations where social distancing between adults cannot be easily maintained (for example when moving around in corridors and communal areas), Head Teachers have the discretion to recommend the use of face coverings for staff and visitors are recommended to be worn. are recommended to be worn. <p>Under Further action/comments</p> <p>Government guidance is being kept under review. Everyone must ensure they follow the protocol for the appropriate disposing/storing of masks worn. Government guidance regarding mandatory wearing of face coverings in certain circumstances, such as any of the relevant Tier levels, at any time, also remains adhered to at all times.</p>
25/2/21	3.2 Classrooms and teaching spaces	<p>Under Control Measures:</p> <ul style="list-style-type: none"> Face coverings to be worn in classrooms at all times where adequate social distancing and/or other protective measures cannot be maintained.
25/2/21	3.3 Movement in corridors	<p>Under Control Measures:</p> <ul style="list-style-type: none"> Face coverings to be worn in corridors at all times where adequate social distancing and/or other protective measures cannot be maintained
25/2/21	3.11 Staff areas	<p>Under Control Measures:</p> <ul style="list-style-type: none"> Face coverings to be worn at all times where adequate social distancing and/or other protective measures cannot be maintained
25/2/21	4.2 Staff with underlying health issues	<p>Under Control Measures:</p> <ul style="list-style-type: none"> Following the guidance on clinically extremely vulnerable in Tier 4 (30 December), all staff were contacted by Headteachers and asked to advise if they were CEV/had received an instruction to shield. Staff who fall into this category are shielding until 1 February 2021 31st March 2021 as advised by the NHS. Arrangements have been made for them to work from home and not be included on school rotas. In exceptional circumstances, where a member of staff wishes to attend their usual place of work, contrary to guidance issued, evidence of a discussion with a medical professional is requested and individual risk assessments will be used to support. Update lockdown 3: Return to work w/c March 8th 2021. CEV with shielding letter continue to work from home, as will those who are over 28 weeks pregnant, or pregnant with underlying health conditions as per the guidance.
		Under Control Measures:

8/3/21	2.9 Face Coverings	Modification to face coverings to support a hearing impaired staff member, students requested to temporarily lower the covering when speaking to the staff member so he can lip read. Parents have been notified of the reasons for the modification
31/3/2021 Updated in line with shielding guidance	2.5 First Aid/Designated Safeguarding Leads	Under Further action/comments Additional first aid guidance in place removed from 1st April as shielding ceases on 31st March and low infection rates and home testing mean staff are required to resume all first aid duties
31/3/21	4.1 Pupils with underlying health issues	Under Control Measures: Shielding ceases on 31st March 2021 and CEV children are advised to return to school with the exception of those who are still advised by their consultant not to do so for medical reasons.
31/3/21	4.2 Staff with underlying health issues	Under Control Measures: <ul style="list-style-type: none"> •Update for 31st March - the guidance says 'as part of your risk assessment, you should consider whether adapting duties and/or facilitating home working may be appropriate to mitigate risks. HR will contact each member of staff and risk assess on an individual basis. As the shielding guidance has been lifted it is hoped many pregnant staff can continue to work in school and keep safe by adhering to the guidance in place. There may be some concerns about social distancing being maintained for those staff who work in early years so we may seek to adapt their duties or facilitate working from home if that is what the risk assessment dictates. •Update for 31st March – shielding ends on 31st March so all CEV staff are being contacted by HR to advise they can return to school. Any staff with concerns about returning will be supported by their HT and HR. HR will encourage staff to seek advice from their GP/Consultant about any medical concerns they may have regarding a return to work.
17/5/2021	1.2 Organisation of teaching spaces	Under Control Measures: Face coverings are worn in areas where adequate social distancing cannot be maintained (including classrooms where appropriate)
17/5/2021	1.3 Availability of staff and class sizes	Under Control Measures: All school trips are paused until the end of the 2021 academic year to negate the need for staff to be off site thereby maximising staff resource in school. Consideration for future school trips will include ensuring appropriate terms and conditions with trip providers and insurance arrangements are in place
17/5/2021	2.9 Face Coverings	Under Control measures: <ul style="list-style-type: none"> • Face coverings should be worn by secondary school students where adequate social distancing and/or other protective measures cannot be maintained. This includes in the classroom. Students are regularly reminded of expectations.—As per Government guidance, from May 17th 2021 face coverings are no longer required to be worn by students in school, although students remain free to wear face coverings at any time if they wish.

		<ul style="list-style-type: none"> • Government guidance will continue to be followed regarding any future potential reintroduction of face coverings in response to localised outbreaks and variants of concern, as per official Public Health advice. • Information regarding face covering for secondary school students has been communicated to all parents/carers. • Staff and visitors should wear face coverings outside of the classroom, where adequate social distancing and/or other protective measures cannot be easily maintained, and this has been communicated.
17/5/2021	3.2 Classrooms and teaching spaces	<p>Under Control Measures:</p> <ul style="list-style-type: none"> • Face coverings to be worn in classrooms at all times where adequate social distancing and/or other protective measures cannot be maintained.
17/5/2021	3.3 Movement in Corridors	<p>Under Control Measures:</p> <ul style="list-style-type: none"> • Face coverings to be worn in corridors at all times where adequate social distancing and/or other protective measures cannot be maintained.
17/5/2021	3.11 Staff areas	<p>Under Control Measures:</p> <p>Face coverings to be worn at all times outside of the classroom, where adequate social distancing and/or other protective measures cannot be maintained.</p>
Updated in line with 19/7/2021 guidance	1.1 Net Capacity	<p>Under Control Measures:</p> <ul style="list-style-type: none"> • All schools to maximise space in classrooms by removing furniture that is not required. • Agreed revised timetable arrangements for each year group limiting pupil movement. • Staggered break and lunchtimes implemented. • Government guidance does not require social distancing to be in place in education settings from September 2021. Outbreak management plans are in place in every school, should official advice require a temporary return to social distancing control measures in future. This will take into account maximising use of classroom space and arrangements for timetables, break and lunchtime to manage movement around school.
19/7/2021	1.2 Organisation of Teaching Spaces	<p>Under Control Measures:</p> <ul style="list-style-type: none"> • Classroom size and numbers reviewed. • Classes are organised in line with government guidance. • Classrooms re-modelled, with chairs and desks in place, facing the front and the teacher socially distanced at the front of the class. • Spare chairs removed from desks so they cannot be used.

		<ul style="list-style-type: none"> • Clear signage displayed in classrooms promoting social distancing. • In primary schools, classes stay together with their teacher and do not mix with other pupils. • In secondary schools, bubbles are consistent and organisational procedures minimise contact with other year groups/bubbles. • Government guidance does not require social distancing to be in place in education settings from September 2021. Outbreak management plans are in place in every school, should official advice require a temporary return to social distancing control measures in future. This will take into account classroom sizes and organisation, numbers of people in each room, appropriate signage and use of bubbles. • Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching. • Large gatherings prohibited. • Design layout and arrangements in place to enable social distancing. • Government guidance does not require social distancing to be in place in education settings from September 2021. Outbreak management plans are in place in every school, should official advice require a temporary return to social distancing control measures in future. This will take into account limits on large spaces for teaching, prohibiting large gatherings and design layout to support requirements.
19/7/2021	1.3 Availability of staff and class sizes	<p>Under Control Measures:</p> <ul style="list-style-type: none"> • Following the decision to lift shielding restrictions on 1 August, all staff are permitted to return to work. HR have risk assessed and are working closely with these staff to mitigate any concerns and enable them to return in September. There may still be a need for home working for some staff where their role allows for this. Update lockdown 3: Return to work w/c March 8th 2021. CEV with shielding letter continue to work from home, as will those who are over 28 weeks pregnant, or pregnant with underlying health conditions as per the guidance. • Staff who are classed as Clinically Extremely Vulnerable can speak to their Headteacher/HR about any concerns that may have following the full lifting of restrictions on 19th July 2021. Support will remain in place to ensure these staff feel they are being fully supported in the workplace. • Following the guidance on clinically extremely vulnerable (4th November), all staff were contacted by Headteachers and asked to advise if they were CEV. Those staff who fall into category are shielding for the duration of the second and third lockdown. Arrangements have been made for them to work from home. In exceptional circumstances, where a member of staff wishes to attend their usual place of work, contrary to

		<p>guidance issued, evidence of a discussion with a medical professional is requested and individual risk assessments will be used to support.</p> <ul style="list-style-type: none"> Those with travel and childcare difficulties identified and a discussion around possible options have taken place with HR on a case by case basis, including possible alternative means of getting to work; regard for safety if using public transport; staggered starting times at school may support this. Those with childcare difficulties identified and a discussion around possible options will take place with HR on a case by case basis. Staff will be supported if they require some flexibility with their working times, and to enable them to secure before and after school provision for their own children.
19/7/2021	1.5 The School Day	<p>Control Measures:</p> <ul style="list-style-type: none"> Start and departure times are staggered. The number of entrances and exits to be used is maximised. Different entrances/exits are used for different groups. Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use. A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. Floor markings are visible where required. Government guidance does not require social distancing to be in place in education settings from September 2021. Outbreak management plans are in place in every school, should official advice require a temporary return to social distancing control measures in future. This will take into account staggering start and departure times, use of different entrances and exits, appropriate signage and floor markings being in place and a plan for managing movement on arrival to avoid large groups.
19/7/2021	1.6 Planning movement around the school	<p>Under Control Measures:</p> <ul style="list-style-type: none"> Circulation plans have been reviewed and revised. One way systems are in place where possible. Corridors are divided where feasible. Appropriate signage is in place to clarify circulation routes. Pinch points and bottle necks are identified and managed accordingly. Movement of pupils around school is minimised as much as possible, with pupils largely staying in classrooms and staff moving round. Lesson change overs are staggered to avoid overcrowding.

		<ul style="list-style-type: none"> • Where appropriate, areas of estate designated to specified bubbles. • Pupils are regularly briefed regarding observing social distancing guidance. • Appropriate duty rota and levels of supervision are in place. • Government guidance does not require social distancing to be in place in education settings from September 2021. Outbreak management plans are in place in every school, should official advice require a temporary return to social distancing control measures in future. This will take into account circulation plans, one way systems, appropriate signage being in place, identification of pinch points, staggering movement at peak times, designation of areas to specific groups and appropriate duty rotas being in place.
19/7/2021	1.8 Staff Workspaces	<p>Under Control Measures:</p> <ul style="list-style-type: none"> • Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place, where appropriate. • Rooms will be closed if social distancing cannot be facilitated. • Staff have been briefed on the use of these rooms. • Government guidance does not require social distancing to be in place in education settings from September 2021. Outbreak management plans are in place in every school, should official advice require a temporary return to social distancing control measures in future. This will take into account configuration of staff work spaces, closure of rooms if required, staff being briefed on use of rooms, using remote working for training events and ongoing consideration of flexible working arrangements for staff roles that are suited to this.. • A blend of home working and onsite working will be needed for some roles where office space doesn't lend to social distancing and to reduce the numbers of staff on site especially at peak times. This is particularly relevant to those employed in central roles and in large administrative offices. • Staff training days, where appropriate, have been redesignated 'remote' training days.
19/7/2021	1.11 Policy Review	<p>Under Control Measures:</p> <ul style="list-style-type: none"> • Home working policy will be reviewed to reflect the need for ongoing consideration of flexible working arrangements for staff roles that are suited to this.
19/7/2021	1.13 Staff Inductions and CPD	<p>Under Control Measures:</p> <ul style="list-style-type: none"> • Staff returning from maternity leave, long term absence or long term shielding will be supported by HR and their school/area to ensure any concerns are identified and discussed in advance of their return. aware of the new systems and protocols in place.
19/7/2021	1.14	Under Control Measures:

	Catering facilities and Free school meals	<ul style="list-style-type: none"> • Planning includes contingencies for scenarios when a school or local area may become subject to any changes in Government or Public Health advice, as part of outbreak management plans. level of Government restrictions, under the Tier system or otherwise
19/7/2021	1.15 Risk Assessments	<p>Under Control Measures:</p> <ul style="list-style-type: none"> • Risk assessments are regularly reviewed and updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering:
19/7/2021	1.16 School Transport	<p>Under Control Measures:</p> <ul style="list-style-type: none"> • School timetables are planned with consideration for school and public transport timetables to ensure limited numbers of pupils, who are using public transport, are attending school at the same time.
19/7/2021	1.17 Risk of School Closure	<p>Under first column heading:</p> <p>Health and safety of community is at risk due to any school services being affected by insufficient staffing available.</p> <p>Health and safety of community is at risk due to additional cleaning measures not being possible, due to insufficient staffing</p>
19/7/2021	2.1 Cleaning	<p>Under first column heading:</p> <p>Cleaning capacity is reduced so that appropriate cleaning regimes deep cleans and ongoing cleaning of surfaces are not undertaken to the standards required</p> <p>Under Control Measures:</p> <ul style="list-style-type: none"> • Working patterns for cleaning staff (including any deep cleans) are agreed with contracting agencies and in house cleaning staff. • An enhanced appropriate cleaning plan is agreed and implemented which minimises the spread of infection. • Working hours for cleaning staff are reallocated and/or increased if required, including adapting to requirements if schools are affected by COVID-19 cases on site. • Cleaning supplies are provided for ongoing daily use across school sites, particularly in higher traffic areas where more people mix from different areas of site, such as staff rooms and reception areas. • Cleaning requirements for all large events are reviewed when planning each event and implemented appropriately for each case. • Outbreak management plans take into account stepping up or stepping down cleaning control measures, according to public health advice for any school or locality.

		<p>Under first column heading: Curriculum equipment cleaning places additional demand on cleaning capacity, so ongoing cleaning of equipment is not undertaken appropriately. to the required standards.</p> <p>Under Control Measures:</p> <ul style="list-style-type: none"> • Schemes of learning will be reviewed, to ensure that lessons are sequenced with attention given to ongoing cleaning of widely shared resources. meet the guidance if enhanced cleaning is not able to be undertaken. • Where equipment is required and cannot be used on rotation, an appropriate enhanced cleaning plan is agreed and implemented which minimises spread of infection.
19/7/2021	2.3 Clothing Fabric	<p>Under Control Measures:</p> <ul style="list-style-type: none"> • Take fabric items of furniture, such as chairs and beanbags, out of use wherever possible, or rotate items out of use for 48 hours. • Where it is not possible to manage use of fabric furniture appropriately, remove or rotate use, a single use, disposable, chair cover can be used. is to be used
19/7/2021	2.4 Testing and Managing Symptoms	<p>Under Control Measures:</p> <ul style="list-style-type: none"> • Government guidance regarding offering mass asymptomatic testing on site for students in secondary schools on return to school in September 2021 and ongoing the transition to at home self-testing for staff in all schools (and students in secondary schools) from September 2021 from March 2021 is implemented. Information on how testing will operate in each school setting is shared with appropriate parents/carers, students and staff. • Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply. These include: <ul style="list-style-type: none"> · Advice to stay at home in self-isolation 7/14 days as per government guidance, or until fully recovered. · Arrange for a PCR test within 48 hours to be tested to confirm if it is coronavirus.

		<ul style="list-style-type: none"> • Number of cleaning staff is adequate to enable enhanced An appropriate cleaning regime is in place to respond to occasions where COVID 19 has been present, or when there is a local outbreak and regimes need to be stepped up in response to official public health advice. schedule. • Strict social distancing guidelines in place with expectations to follow them. • Staff, pupils and parents have received clear communications informing them of current government guidance on self-testing at home and on site testing in secondary schools mass testing in schools from January 2021 and the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. (See above – Infection transmission in school). • From September 2021, NHS Test & Trace will manage all close contact tracing required for positive COVID 19 cases in school. Schools will work with public health in the event of a local outbreak and implement outbreak management plans accordingly.
19/7/2021	2.6 Medical Rooms	Under Control Measures: Social distancing provisions are in place for medical rooms, or Appropriate PPE is worn by staff in these areas if social distancing is not possible
19/7/2021	2.9 Face Coverings	Under Control Measures: <ul style="list-style-type: none"> • As per Government guidance, from September May 17th, 2021 face coverings are no longer required to be worn by students in school, although staff and students remain free to wear face coverings at any time if they wish. • Face coverings remain recommended for use on dedicated transport to school when prevalence of the virus is high. • Information regarding face covering for secondary school students has been communicated to all parents/carers. • Staff and visitors should wear face coverings outside of the classroom where adequate social distancing and/or other protective measures cannot be easily maintained, and this has been communicated. • In Primary schools, in situations where social distancing between adults cannot be easily maintained (for example when moving around in corridors and communal areas), face coverings for staff and visitors are recommended to be worn. • Parents/carers are requested, and regularly reminded, to wear face coverings when dropping children off at, or collecting children from, all schools.

		<ul style="list-style-type: none"> • Modification to face coverings to support a hearing impaired staff member, students requested to temporarily lower the covering when speaking to the staff member so he can lip read. Parents have been notified of the reasons for the modification.
19/7/2021	2.10 Ventilation	<p>Under Control Measures:</p> <ul style="list-style-type: none"> • Ventilation is specifically considered for any large event, or when large numbers of visitors are in school.
19/7/2021	3.1 Pupil Behaviour	<p>Under Control Measures:</p> <ul style="list-style-type: none"> • Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. For young children this is done through age appropriate methods such as stories and games. • Staff model social distancing consistently. • The movement of pupils around the school is minimised. • Large gatherings are avoided. • Break times and lunch times are structured to support social distancing and are closely supervised. • The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents. • Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. • Messages to parents reinforce the importance of social distancing. • Arrangements for social distancing of younger primary school children have been agreed and staff are clear on expectations. • Government guidance does not require social distancing to be in place in education settings from September 2021. Outbreak management plans are in place in every school, should official advice require a temporary return to social distancing control measures in future. This will take into account reinforcing messages to students, staff modelling behaviour, minimising movement, avoiding large gatherings, staggering break and lunch times, revision of the behaviour policy, appropriate supervision and communication to parents.
19/7/2021	3.2 Classroom and Teaching Spaces	<p>Under Control Measures:</p> <ul style="list-style-type: none"> • Classrooms and teaching spaces have desks configured to social distancing guidance where possible and facing the front. • Where desks are fixed and cannot be rotated or moved, social distancing is implemented.

		<ul style="list-style-type: none"> • Teachers are located at the front of the class, compliant with social distancing measures. • All furniture not in use has been removed from classrooms and teaching spaces or marked as out of use if it cannot be removed and stored elsewhere. • Arrangements are reviewed regularly. • Government guidance does not require social distancing to be in place in education settings from September 2021. Outbreak management plans are in place in every school, should official advice require a temporary return to social distancing control measures in future. This will take into account configuration of furniture and teaching spaces, location of teachers in classrooms and regular review of arrangements.
19/7/2021	3.3 Movement in Corridors	<p>Control Measures:</p> <ul style="list-style-type: none"> • Circulation plans have been reviewed and amended. • Corridors are divided where feasible. • Circulation routes are clearly marked with appropriate signage. • Any pinch points/bottle necks are identified and managed accordingly. • The movement of pupils around school is minimised as much as possible. • Where possible, pupils stay in classrooms and staff move around. • Lesson change overs are staggered to avoid overcrowding. • Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. • Appropriate supervision levels are in place. • Government guidance does not require social distancing to be in place in education settings from September 2021. Outbreak management plans are in place in every school, should official advice require a temporary return to social distancing control measures in future. This will take into account appropriate circulation plans and routes, identification of pinch points or bottlenecks, minimising movement around school, staggering lesson changeover, regular briefing to students and appropriate supervision at all times. • Staff training to include the requirement and expectation that they should maintain the 2 meter distance with each other wherever possible. • Staff training to include the requirement and expectation that, where possible, they maintain 2 meter distance in class—the guidance accepts this is not always possible particularly with younger children. In such cases the importance of other protective measures such as regular handwashing helps to mitigate this. • Government guidance does not require social distancing to be in place in education settings from September 2021. Staff communication and training will be given should official advice require a temporary

		return to social distancing control measures in future. This will take into account how far control measures are stepped up or stepped down, according to official public health advice.
19/7/2021	3.4 Break Times	<p>Under Control Measures:</p> <ul style="list-style-type: none"> • Break times are staggered. • External areas are designated for different groups. • Pupils are reminded about social distancing as break times begin. • Social distancing signage is in place around the school and in key areas. • Supervision levels have been enhanced, especially with younger pupils, to support social distancing. • Staff supervision is in place. • Government guidance does not require social distancing to be in place in education settings from September 2021. Outbreak management plans are in place in every school, should official advice require a temporary return to social distancing control measures in future. This will take into account staggering break time, designation of specific areas to groups, appropriate signage and supervision being in place.
19/7/2021	3.5 Lunch Times	<p>Under Control Measures:</p> <ul style="list-style-type: none"> • Pupils are reminded about social distancing as lunch times begin. • Queueing systems are implemented to support social distancing and management of eating spaces. • Pupils wash their hands before and after eating. • Eating areas and lunch timings have been configured to ensure groups use eating areas at different times and do not mix. • Tables and chairs have been cordoned off where appropriate. • Additional arrangements are in place, such as staggering lunch times, pupils eating in classrooms or other spaces and adaptations to lunch service options. • Guidance has been issued to parents and pupils about lunch time arrangements, where applicable. • Eating area surfaces are cleaned in between use by each different group. • Staff will continue to receive their entitlement to a 30 minute break where applicable. • Government guidance does not require social distancing to be in place in education settings from September 2021. Outbreak management plans are in place in every school, should official advice require a temporary return to social distancing control measures in future. This will take into account appropriate queueing systems, staggering eating times, using different areas for groups, taking seating out of use where appropriate, appropriate cleaning of eating areas and communication to students.

19/7/2021	3.6 Toilets	<p>Under Control Measures:</p> <ul style="list-style-type: none"> • Queuing zones for toilets and hand washing have been established and are monitored. • Signage and/or floor marking is in place to enable social distancing. • Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. • The toilets are cleaned frequently. • Monitoring ensures a constant supply of soap and paper towels. • Bins are emptied regularly. • Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. • Government guidance does not require social distancing to be in place in education settings from September 2021. Outbreak management plans are in place in every school, should official advice require a temporary return to social distancing control measures in future. This will take into account queuing zones for toilets, appropriate signage being in place, access to toilets given throughout the day, appropriate cleaning regimes, ongoing provision of hygiene supplies and regular reminders of expectations to students.
19/7/2021	3.7 Medical Rooms	<p>Under Control Measures:</p> <ul style="list-style-type: none"> • Social distancing provisions are in place for medical rooms. Government guidance does not require social distancing to be in place in education settings from September 2021. Outbreak management plans are in place in every school, should official advice require a temporary return to social distancing control measures in future.
19/7/2021	3.8 Reception Area	<p>Under Control Measures:</p> <ul style="list-style-type: none"> • Government guidance does not require social distancing to be in place in education settings from September 2021. Outbreak management plans are in place in every school, should official advice require a temporary return to social distancing control measures in future. This will take into account non-essential deliveries and visitors to school being minimised, school visitors are by prearranged appointment only. • Ongoing consideration of minimising visitors to school and visitors being by appointment will be given at all times, particularly in times of high prevalence of the virus
19/7/2021	3.9 Arrival and Departure from School	<p>Under Control Measures:</p> <ul style="list-style-type: none"> • Start and finish times are staggered.

		<ul style="list-style-type: none"> • The use of available entrances and exits is maximised. • Social distancing guidelines are reinforced at entrances and exits through signage and floor markings, including external drop-off and pick-up points. • Regular messages to parents stress the need for social distancing at arrival and departure times. • Government guidance does not require social distancing to be in place in education settings from September 2021. Outbreak management plans are in place in every school, should official advice require a temporary return to social distancing control measures in future. This will take into account staggering start and finish times, use of different entrances and exits and regular messages to parents to be aware of recommendations in official guidance, particularly during times of high prevalence of the virus in any school or locality.
19/7/2021	3.10 Transport	<p>Under Control Measures:</p> <ul style="list-style-type: none"> • Guidance is in place for pupils and parents regarding on how social distancing can be observed on public and school transport. This includes advice on the recommended use of face coverings from September 2021.
19/7/2021	3.11 Staff Areas	<p>Under Control Measures:</p> <ul style="list-style-type: none"> • Government guidance does not require social distancing to be in place in education settings from September 2021. Outbreak management plans are in place in every school, should official advice require a temporary return to social distancing control measures in future. This will take into account configuration of staff work spaces, closure of rooms if required, staff being briefed on use of rooms, using remote working for training events and ongoing consideration of flexible working arrangements for staff roles that are suited to this. • Staff areas all have cleaning and hygiene supplies provided for ongoing daily use as appropriate. • Give clear guidance and instruction to staff with regard to expectations regarding social distancing. • 2 meters strongly recommended between all adults; all colleagues have a responsibility to adhere to this. • Regular handwashing • No congregation of people or pupils. • Arrange where possible to restrict the number of areas open.

		<ul style="list-style-type: none"> • Limit staff numbers to only those required to be on site. • Posters in classrooms and workspaces as reminder. • Restrict movement in corridors; limit to numbers; one way systems where appropriate and possible. • Staff to be advised to report concerns to Headteacher where social distancing not being followed by other staff and pupils. • Limit numbers in classrooms. • Office spaces re-designed to allow staff to socially distance. • Rotas in place for staff who have no contact with pupils, where required. • Consider the entry and exit routes to the school and whether any physical changes and/or signage are required to allow social distancing. • Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing, where required. Staff have been briefed on the use of these rooms. • Personal risk assessments have been agreed with relevant staff, as appropriate. • Face coverings to be worn at all times outside of the classroom where adequate social distancing and/or other protective measures cannot be maintained. • Government guidance does not require social distancing to be in place in education settings from September 2021. Outbreak management plans are in place in every school, should official advice require a temporary return to social distancing control measures in future. This will take into account configuration of staff areas, limiting the number of people in shared areas, ongoing consideration of flexible working arrangements and limiting the number of people on site via use of rotas if appropriate. • Staff remain free to wear face coverings if they wish. • Ongoing control measures in place for regular hand washing and use of sanitiser and the 'catch it, bin it, kill it' approach. • Ongoing consideration for large gatherings only when needed. • Ongoing consideration is given to recommendations in official guidance.
19/7/2021	4.2 Staff with underlying health issues	<p>Under Control Measures:</p> <ul style="list-style-type: none"> • From 19 July 2021, restrictions have been lifted and the government is no longer instructing people to work from home if they can. HR and Headteachers will continue to <u>talk to any clinically extremely vulnerable workers</u> to identify any concerns they may have. Updated guidance from the government and the HSE for clinically extremely vulnerable employees will continue to be followed. • Guidance from HSE for new and expectant mothers will continue to be followed. Where a risk assessment identifies a significant health and safety risk then measures will be put in place
19/7/2021	6.1 Review of Fire Procedures	<p>Under Control Measures:</p> <ul style="list-style-type: none"> • Fire procedures have been reviewed and revised where required, due to:

		<ul style="list-style-type: none"> • Possible absence of fire marshals. • Social distancing at muster points. • Possible need for additional muster point(s) to enable social distancing where possible • Government guidance does not require social distancing to be in place in education settings from September 2021. Evacuation in an emergency and preservation of life continues to take precedence over social distancing, if social distancing is not possible and outbreak management plans will continue to account for this. Plans for fire evacuation drills are in place, maximising the space across the estate, adhering to social distancing measures, where possible without the threat to life (evacuation in an emergency is more important than ensuring social distancing in this case).
19/7/2021	6.3 Contractors working on the school site	<p>Under Control Measures:</p> <ul style="list-style-type: none"> • Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. • Government guidance does not require social distancing to be in place in education settings from September 2021, however there is ongoing consideration of safest working practice and any recommendations made in official guidance. Outbreak management plans take into account that official advice may result in the stepping up of social distancing measures in future
19/7/2021	6.4 IT Staff working on the school site	<p>Under Control Measures:</p> <ul style="list-style-type: none"> • Remote IT support is available, alongside on site support. prioritised whenever possible. Onsite support is provided if remote support cannot resolve the issue. • IT staff are deployed individually whenever possible. Where work requires more than one member of IT staff to be present, social distancing is adhered to. Consideration is given to the number of people required to complete a task and deploying only those required. • All schools have an agreed and implemented enhanced appropriate cleaning regime plan, which minimises the spread of infection. • Frequent handwashing and social distancing are adhered to by IT staff in the same way as for all other staff – prioritised control measures as per government guidance. • Hand sanitiser and gloves are available for use in all schools. • Wipes are available for use in all schools. These are used to wipe down devices/keyboards/mice before and after use and disposed of immediately after each use.

		<ul style="list-style-type: none"> • Fabric chairs are taken out of use wherever possible and plastic chairs used instead. Only where this is not possible, Plastic chairs are used wherever possible and if not, single use disposable covers are available to be used on fabric chairs. • IT offices in each school are configured for social distancing or closed if this is not possible or a rota system introduced. • Gloves are available for use in all schools if required. • Schools have an allocated area for IT equipment to be dropped off when support is needed. IT Equipment is wiped down by the user prior to handing it over to IT depositing in the allocated area and also by IT staff before it is returned/collected. when leaving it in the allocated area for collection.
Updated in line with 26/28 November 2021	2.4 Testing and managing symptoms	<p>Under Control Measures:</p> <ul style="list-style-type: none"> • Government guidance regarding offering mass asymptomatic testing on site for students in secondary schools on return to school in September 2021 and ongoing at home self-testing for staff in all schools (and students in secondary schools) from September 2021 and offering asymptomatic testing on site for students in secondary schools on return to school in January 2022 is implemented. Information on how testing will operate in each school setting is shared with appropriate parents/carers, students and staff. Regular reminders about the importance of ongoing self-testing are given to all stakeholders.
	2.9 Face Coverings	<p>Under Control Measures:</p> <ul style="list-style-type: none"> • As per Government guidance, from September 2021 face coverings are no longer required to be worn in school, although staff and students remain free to wear face coverings at any time if they wish. • Face coverings remain recommended for use on dedicated transport to school when prevalence of the virus is high. • As per Government guidance, from 30th November 2021 face coverings should be worn in communal areas in all settings for staff, visitors and students in Year 7 or above, unless they are exempt. Currently, they do not need to be worn in lessons. • As per Government guidance, from 30th November 2021 face coverings should continue to be worn on public and dedicated school transport by students in Year 7 and above, unless they are exempt.
	2.10 Ventilation	<p>Under Control Measures:</p> <ul style="list-style-type: none"> • DfE guidance regarding carbon monoxide monitors will be adhered to and monitors will be used to ensure awareness of any area that may require additional measures in support of maintaining adequate ventilation.

Updated in line with 'Plan B' December 2021	1.8 Staff Workspaces	<p>Under Control Measures:</p> <ul style="list-style-type: none"> • Following Government guidance regarding 'Plan B' and returning to work from home, where working from home is appropriate, for certain staff undertaking roles that can be carried out remotely without disruption to face-to-face education, this will be implemented from Monday 13th December 2021. Head Teachers and Central Team Leaders will support decision making where this is possible to implement in their teams • Following Government guidance regarding 'Plan B', meetings that can easily be held online will be moved to online from Monday 13th December 2021. Travel between schools will only be carried out where necessary and training days will be held as remote sessions, or in person for staff working from that site only, wherever possible,
	4.2 Staff with underlying health issues	<p>Under Control Measures:</p> <ul style="list-style-type: none"> • From Monday 13th December 2021 the Government is recommending staff returning to work from home, where working from home is appropriate. This will be for certain staff undertaking roles that can be carried out remotely without disruption to face-to-face education. Head Teachers and Central Team Leaders will support decision making where this is possible to implement in their teams. There is no change to guidance for individuals who are CEV, as no return to shielding has been advised. HR continue to provide support to any staff who are CEV and may have queries about current guidance arrangements.
Updated in line with 2 nd January 2022 guidance	1.3 Availability of staff and class sizes	<p>Under Control Measures:</p> <ul style="list-style-type: none"> • Staff who are classed as Clinically Extremely Vulnerable can speak to their Headteacher/HR about any concerns that may have following the full lifting of restrictions on 19th July 2021. Support will remain in place to ensure these staff feel they are being fully supported in the workplace. • All school trips are paused until the end of the 2021 academic year to negate the need for staff to be off site thereby maximising staff resource in school. Consideration for future school trips will include reviewing staffing requirements and the impact of this on face to face teaching and learning, ensuring appropriate terms and conditions with trip providers and insurance arrangements are in place. • Following the Government school guidance update on January 2nd 2022, face to face learning remains priority. If face to face learning is not possible for particular groups of students at any time, schools will adopt a temporary hybrid approach for the minimum time and for the minimum number of students required.

	1.4 Prioritising provision	Under Control Measures: <ul style="list-style-type: none"> • Following the government's announcement in December, secondary schools will continue to prioritise, in the first week back, face to face education for the children of critical workers and those who are deemed to be vulnerable and will continue to review needs for these children on an ongoing basis.
	2.9 Face Coverings	Under Control Measures: <ul style="list-style-type: none"> • As per Government guidance, from 30th November 2021, face coverings should be worn in communal areas in all settings for staff, visitors and students in Year 7 or above, unless they are exempt. Currently, they do not need to be worn in lessons. Following the Government update on 2nd January 2022, temporarily from return on 4th January 2022 and until, initially, 26th January 2022, face coverings should also be worn in the classroom by secondary school staff, visitors and students in Year 7 or above, unless they are exempt. Primary School staff and visitors should continue to wear face coverings in communal areas, unless they are exempt.
	3.8 Reception Area	Under Control Measures: <ul style="list-style-type: none"> • Ongoing consideration of minimising visitors to school and visitors being by appointment will be given at all times, particularly in times of high prevalence of the virus. Visitors are encouraged to take a lateral flow test prior to arrival at school and should wear face coverings in relevant areas on site, unless they are exempt, as per the information given in Government guidance to schools at the time of their visit.
Updated in line with change to PCR tests from 11/1/22	2.4 Testing and Managing Symptoms	Under Control Measures: <p><i>Testing is not used effectively to help manage staffing levels and support staff wellbeing</i></p> <ul style="list-style-type: none"> • Clear protocols established for when stakeholders should be tested; these have been shared and form part of staff training. • Government guidance regarding ongoing at home self-testing for staff in all schools (and students in secondary schools) from September 2021 and offering asymptomatic testing on site for students in secondary schools on return to school in January 2022, is implemented. This includes temporary changes to remove the need for a confirmatory PCR test following a positive Lateral Flow test result,

		<p>from 11th January 2022. Information on how testing will operate in each school setting is shared with appropriate parents/carers, students and staff. Regular reminders about the importance of ongoing self[1]testing are given to all stakeholders.</p> <p><i>Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms or confirmed cases</i></p> <ul style="list-style-type: none"> • Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply. These include: <ul style="list-style-type: none"> • Advice to stay at home in self-isolation as per government guidance, or until fully recovered. • Arrange for a PCR test within 48 hours. If positive, self-isolate as above.
	2.9 Face Coverings	<p>Under Control Measures:</p> <ul style="list-style-type: none"> • Candidates and invigilators are not ordinarily expected to wear face coverings during exams and assessments, only on arrival and departure. Both candidates and invigilators may wear face coverings if they wish to do so.
Updated guidance 20 th January 2022	1.8 Staff Workspaces	<p>Under Control Measures:</p> <p>Following Government guidance regarding 'Plan B' and returning to work from home, where working from home is appropriate, for certain staff undertaking roles that can be carried out remotely without disruption to face-to-face education, this will be implemented from Monday 13th December 2021. Headteachers and Central Team Leaders will support decision making where this is possible to implement in their teams</p> <p>Following Government guidance regarding 'Plan B', meetings that can easily be held online will be moved to online from Monday 13th December 2021. Travel between schools will only be carried out where necessary and training days will be held as remote sessions, or in person for staff working from that site only, wherever possible,</p> <ul style="list-style-type: none"> • As per Government guidance from Thursday 20th January 2022, there is no longer official advice to work from home where possible.

	2.9 Face Coverings	<p>Government guidance on the safe wearing, removal and disposal of face coverings is understood and communicated to all staff, students and visitors to site. This includes awareness of individuals who have reason to be exempt from wearing face coverings.</p> <p>As per Government guidance, from 30th November 2021, face coverings should be worn in communal areas in all settings for staff, visitors and students in Year 7 or above, unless they are exempt. Following the Government update on 2nd January 2022, temporarily from return on 4th January 2022 and until, initially, 26th January 2022, face coverings should also be worn in the classroom by secondary school staff, visitors and students in Year 7 or above, unless they are exempt. Primary School staff and visitors should continue to wear face coverings in communal areas, unless they are exempt.</p> <p>Candidates and invigilators are not ordinarily expected to wear face coverings during exams and assessments, only on arrival and departure. Both candidates and invigilators may wear face coverings if they wish to do so.</p> <p>As per Government guidance from Thursday 20th January 2022, face coverings no longer need to be worn in classrooms by staff, visitors or students. From Thursday 27th January 2022, face coverings also no longer need to be worn in communal areas by staff, visitors or students in schools. From 27th January 2022 staff and pupils should follow wider advice on face coverings outside of school, including on transport to and from school. School outbreak management plans will account for temporary changes, if advice is given regarding temporarily returning to use of face coverings by a director of public health in any locality.</p> <p>As per Government guidance, from 30th November 2021, face coverings should continue to be worn on public and dedicated school transport by students in Year 7 and above, unless they are exempt.</p> <ul style="list-style-type: none"> Information regarding face covering for secondary school students has been communicated to all parents/carers.
Updated guidance February 2022	1.3 Availability of staff and class sizes	<p>Under Control Measures:</p> <ul style="list-style-type: none"> All staff returned in September with the exception of a few whose risk assessment and personal circumstances supported home working. In the event of a shortage in staffing, supply staff will be used as is usual practice. All supply staff to receive comprehensive training regarding covid measures on arrival. School trips will be subject to risk assessments as normal and reflect any Public Health or in-country advice of the destination. International visits will refer to Foreign, Commonwealth and Development Office Travel Advice INSERT LINK and the guidance on international travelling before a trip is booked and before travelling. Following the Government school guidance update on January 2nd, 2022, Face to face learning remains priority. If face to face learning is not possible for particular groups of students at any time, schools will adopt a temporary hybrid approach for the minimum time and for the minimum number of students required.
	1.4 Prioritising provision	<p>Under Control Measures:</p> <ul style="list-style-type: none"> All schools, supported by the Trust, will work proactively to promote the safety measures being used in school current Government and UKHSA guidance for with all stakeholders
	1.9 Managing the school lifecycle	<p>Under Control Measures:</p> <ul style="list-style-type: none"> School activities will operate as normal. However, whenever there may be a need to consider alternative arrangements (e.g. upon advice from a Director of Public Health, or future change to Government guidance),

		alternative arrangements will be established to replace usual school activities (eg staff meetings, open evenings etc) employing the use of Teams, where applicable and other online methods.
	1.10 Governance and policy	Under Control Measures: <ul style="list-style-type: none"> • Online meetings are held regularly with Trust Board. • Trust Board, as the legal entity, are involved in key decisions on reopening. • LGBs meet again from Autumn 2020 but fewer meetings and retain a more specific focus on how the school is meeting the demands of a post covid education.
	1.11 Policy Review	Under Control Measures <ul style="list-style-type: none"> • All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school.
	1.13 Staff induction and CPD	Under Control Measures: <ul style="list-style-type: none"> • Clear protocols are established and shared with all staff (see flowchart) to ensure contact is minimised with anyone feeling unwell or ensuring those with coronavirus symptoms, or have someone in their house who does, does not attend school.
	1.15 Risk Assessments	Under Control Measures: <ul style="list-style-type: none"> • Risk assessments are regularly reviewed and updated and mitigation strategies are put in place and communicated to staff covering: <ul style="list-style-type: none"> • Different areas of the school • When pupils enter and leave school • During movement around school • During break and lunch times • Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used
	1.16 School Transport	Under further action/comments: <ul style="list-style-type: none"> • Parents and pupils to be reminded of the guidance relating to transport to and/or from school statutory expectation that all those using public transport will wear a mask. • Parents and pupils to be advised that transport to/from school is not supervised and that pupils are expected to adhere to social distancing
	2.1 Cleaning	Under Control Measures: <ul style="list-style-type: none"> • Schemes of learning will be reviewed, to ensure that lessons are sequenced with attention given to ongoing appropriate cleaning of widely shared resources which minimises risk of infection transmission. • Where equipment is required and cannot be used on rotation, an appropriate cleaning plan is agreed and implemented which minimises spread of infection.
	2.3	Under Control Measures:

	Clothing/fabric	<ul style="list-style-type: none"> • Schools are expected to revert back to full uniform expectations but will adapt if this causes financial hardship, compromises adequate washing frequency (in particular blazers). • Staff dress code is as per normal policies will revert to business dress, with adaptations as appropriate. <ul style="list-style-type: none"> • Where it is not possible to manage use of fabric furniture appropriately, a single use, disposable, chair cover can be used if anyone wishes to do so.
	2.4 Testing and managing symptoms	<p>Under Control Measures:</p> <ul style="list-style-type: none"> • Clear protocols established for when stakeholders should be tested; these have been shared and form part of staff training. • From 24.02.2022, everyone should refer to and follow the UKHSA guidance People with COVID 19 and their contacts in relation to testing for individuals who are symptomatic, or who have received a positive test result for COVID 19.. • Government guidance regarding ongoing at home self-testing for staff in all schools (and students in secondary schools) from September 2021 and offering asymptomatic testing on site for students in secondary schools on return to school in January 2022, is implemented. This includes temporary changes to remove the need for a confirmatory PCR test following a positive Lateral Flow test result, from 14th January 2022. Information on how testing will operate in each school setting is shared with appropriate parents/carers, students and staff. Regular reminders about the importance of ongoing selftesting are given to all stakeholders. • From 21.02.2022, asymptomatic testing is not expected to continue in schools. Staff and pupils should follow asymptomatic testing advice for the general population from this date onwards. • School outbreak management plans are in place in every school and take into account the potential need to step up or step down testing, should a Director of Public Health advise any form of testing to be reinstated in response to an outbreak, in any school or locality. • Refer to the use of testing for both staff and pupils and take appropriate action, in line with government UKHSA guidance, should the tests prove positive or negative. • Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms, referring to the UKHSA guidance. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply. These include: <ul style="list-style-type: none"> Advice to stay at home in self-isolation as per government guidance, or until fully recovered. If positive, self-isolate as above. If negative and feel well, return to work.

		<ul style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government UKHSA guidance on self-testing at home and on-site testing in secondary schools and the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. (See above – Infection transmission in school). Staff, pupils and parents have received clear communications informing them of current government UKHSA guidance on confirmed cases of COVID-19 and how this will be implemented in the school. (See above – Infection transmission in school). Schools will promote, where possible, the track and trace app for staff and pupils aged 16 or over. From September 2021, NHS Test & Trace will manage all close contact tracing required for positive COVID-19 cases in school. From 24.02.2022 close contacts of someone with COVID 19 are no longer required to self isolate or advised to take daily tests and contact tracing has ended. Schools will work with public health in the event of a local outbreak and implement outbreak management plans accordingly.
	2.5 First Aid/Designated Safeguarding Leads	Under further action/comments: Additional first aid guidance in place removed from 1st April as shielding ceases on 31st March and low infection rates and home testing mean staff are required to resume all first aid duties
	2.6 Medical Rooms	Under Control Measures Appropriate PPE is worn by staff in these areas if required by current government or UKHSA guidance
	2.7 Communication with parents	Under Control Measures: <ul style="list-style-type: none"> Clear communications sent out to all parents/carers prior to re-opening. Key messages in line with government and UKHSA guidance are reinforced on a regular basis via usual school communication channels
	2.9 Face Coverings	Under Control Measures: <ul style="list-style-type: none"> As per Government guidance from Thursday 20th January 2022, 24.02.2022 face coverings no longer need to be worn in classrooms or communal areas by staff, visitors or students. Outbreak management plans are in place in all schools and take account of the potential need to step up or step down the wearing of face coverings in different areas, if under advice from a Director of Public Health in response to an outbreak in future. From Thursday 27th January 2022, face coverings also no longer need to be worn in communal areas by staff, visitors or students in schools. From 27th January 2022 Staff and pupils should continue to follow wider advice on face coverings outside of school, including on transport to and from school. School outbreak management plans will account for temporary changes, if advice is given regarding temporarily returning to use of face coverings by a director of public health in any locality.

	<p>3.8 Reception Area</p>	<p>Under Control Measures:</p> <ul style="list-style-type: none"> Ongoing consideration of minimising visitors to school and visitors being by appointment will be given at all times, particularly in times of high prevalence of the virus. Visitors will adhere to our COVID 19 risk assessment at all times. are encouraged to take a lateral flow test prior to arrival at school and should wear face coverings in relevant areas on site, unless they are exempt, as per the information given in Government guidance to schools at the time of their visit.
	<p>4.1 Pupils with underlying health issues</p>	<p>Under Control Measures:</p> <ul style="list-style-type: none"> Guidance for pupils who are shielding has been lifted on 1 August. Parents have been provided with clear guidance and this is reinforced on a regular basis. Individuals who were previously classed as Clinically Extremely Vulnerable and high or higher risk are not being advised to shield again, as per Government guidance from 24.02.2022. If a pupil is identified as belonging to one of these groups, parents will continue to follow Guidance for People Previously Considered Clinically Extremely Vulnerable from COVID 19 INSERT LINK or, for children and young people over the age of 12 with a weakened immune system, continue to follow Guidance for people whose immune system means they are at higher risk from COVID-19 INSERT LINK Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. The school, and parents are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. Schools have a regularly updated register of pupils with underlying health conditions. Maximum implementation of protective measures strictly adhered to for these pupils. Following the guidance on clinically extremely vulnerable (4th November), all students who fall into this category are shielding for the duration of the second lockdown. As in line with the Remote Teaching and Learning Policy, work will be provided remotely. In exceptional circumstances, where a parent/carer wishes their child to attend school, contrary to guidance issued, evidence of a discussion with a medical professional is requested and an individual risk assessment, signed by the parent, will be used to support. Following the updated guidance (26th November) reflecting the local restriction tiers introduced by the government, students who remain in the clinically extremely vulnerable group should return to school from 2 December unless they are one of the very small number of pupils or students under paediatric or NHS care (such as recent transplant or very immunosuppressed children) and have been advised specifically by their GP or clinician not to attend school. Following the guidance on clinically extremely vulnerable in Tier 4 (30 December), all children and young people still deemed clinically extremely vulnerable are advised not to attend school.

		<ul style="list-style-type: none"> Shielding ceases on 31st March 2021 and CEV children are advised to return to school with the exception of those who are still advised by their consultant not to do so for medical reasons.
	<p>4.2 Staff with underlying health issues</p>	<p>Under Control Measures:</p> <ul style="list-style-type: none"> All members of staff with underlying health issues, those within vulnerable groups or who are were previously required to shielding have been requested through a staff survey to make made their condition or circumstances known to the HR Team and their school. Records are kept of this and risk assessments completed and reviewed where appropriate. Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. Staff are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. Current government guidance is being applied including the restriction on shielding being lifted on 1 August. Following the guidance on clinically extremely vulnerable (4th November), all staff were contacted by Headteachers and asked to advise if they were CEV. The staff who fall into this category are shielding for the duration of the second lockdown. Arrangements have been made for them to work from home. In exceptional circumstances, where a member of staff wishes to attend their usual place of work, contrary to guidance issued, evidence of a discussion with a medical professional is requested and individual risk assessments will be used to support. Following the updated guidance (26th November) reflecting the local restriction tiers introduced by the government, staff who remain in the clinically extremely vulnerable group should return to their place of work from 2 December. As in line with the guidance for schools in Tier 3 areas, we will discuss flexibilities that support clinically extremely vulnerable staff, such as staggered start times to reduce travel during rush hour. Following the guidance on clinically extremely vulnerable in Tier 4 (30 December), all staff were contacted by Headteachers and asked to advise if they were CEV/had received an instruction to shield. Staff who fall into this category are shielding until 31st March 2021 as advised by the NHS. Arrangements have been made for them to work from home and not be included on school rotas. In exceptional circumstances, where a member of staff wishes to attend their usual place of work, contrary to guidance issued, evidence of a discussion with a medical professional is requested and individual risk assessments will be used to support. Update lockdown 3: Return to work w/c March 8th 2021. CEV with shielding letter continue to work from home, as will those who are over 28 weeks pregnant, or pregnant with underlying health conditions as per the guidance.

		<ul style="list-style-type: none"> • Advice for pregnant women from 28 weeks' gestation, or with underlying health conditions at any gestation, is that they may be at greater risk of severe illness from coronavirus (COVID-19), these staff will be working from home and are not included on rotas to work in school. • Update for 31st March – the guidance says ‘as part of your risk assessment, you should consider whether adapting duties and/or facilitating home working may be appropriate to mitigate risks. HR will contact each member of staff and risk assess on an individual basis. As the shielding guidance has been lifted it is hoped many pregnant staff can continue to work in school and keep safe by adhering to the guidance in place. There may be some concerns about social distancing being maintained for those staff who work in early years so we may seek to adapt their duties or facilitate working from home if that is what the risk assessment dictates. • Update for 31st March—shielding ends on 31st March so all CEV staff are being contacted by HR to advise they can return to school. Any staff with concerns about returning will be supported by their HT and HR. HR will encourage staff to seek advice from their GP/Consultant about any medical concerns they may have regarding a return to work. • From 19 July 2021, restrictions have been lifted and the government is no longer instructing people to work from home if they can. HR and Headteachers will continue to talk to any clinically extremely vulnerable workers to identify any concerns they may have. Updated guidance from the government and the HSE for clinically extremely vulnerable employees will continue to be followed. • From Monday 13th December 2021 the Government is recommending staff returning to work from home, where working from home is appropriate. This will be for certain staff undertaking roles that can be carried out remotely without disruption to face-to-face education. Head Teachers and Central Team Leaders will support decision making where this is possible to implement in their teams. There is no change to guidance for individuals who are CEV, as no return to shielding has been advised. HR continue to provide support to any staff who are CEV and may have queries about current guidance arrangements.
	6.3 Contractors working on the school site	<p>Under Control Measures:</p> <ul style="list-style-type: none"> • Alternative arrangements have been considered such as using a different entrance for contractors and organising on site work so that contractors and staff/pupils are kept apart.
	6.4 IT Central staff working on the school site	<p>Under Areas for Concern: IT Support Central staff may be at, or pose, an increased risk of infection transmission due to their frequent interaction with a range of user equipment and the mobile nature of their work.</p> <p>Under Control Measures:</p> <ul style="list-style-type: none"> • Remote IT support is available, alongside on site support. • Consideration is given to the number of people required to complete a task and deploying only those required. • All schools have an agreed and implemented appropriate cleaning regime which minimises the spread of infection.

		<ul style="list-style-type: none"> • Frequent handwashing and social distancing are Our COVID 19 Risk Assessment is adhered to by all IT staff in the same way as for all other staff at all times. Outbreak management plans are in place in all schools and account for the need to step up or step down measures in relation to the number of staff travelling between schools, including where work can be done remotely by central staff, in the event of an outbreak or significant rise in cases. – prioritised control measures as per government guidance. • Hand sanitiser and gloves are available for use in all schools. • Wipes are available for use in all schools. These are used to wipe down devices/keyboards/mice before and after use and disposed of immediately after each use. • Plastic chairs are used wherever possible and if not, single use disposable covers are available to be used on fabric chairs. • IT Equipment is wiped down by the user prior to handing it over to IT area and also by IT staff before it is returned/collected.
	8.1 Oversight of Governance	<p>Under Control Measures:</p> <ul style="list-style-type: none"> • The Trust Board continues to meet regularly via online platforms.